EBS POS Guide

ExoBiz POS is a touch screen point of sale system which enabled fast, easy sale entry.

EXOBIZ Services

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EBS POS User Guide

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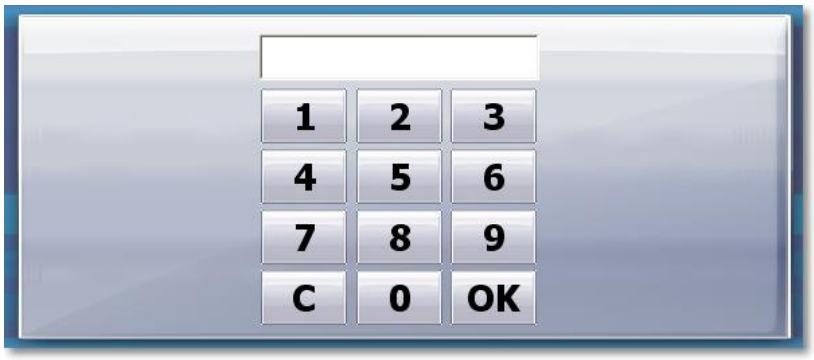
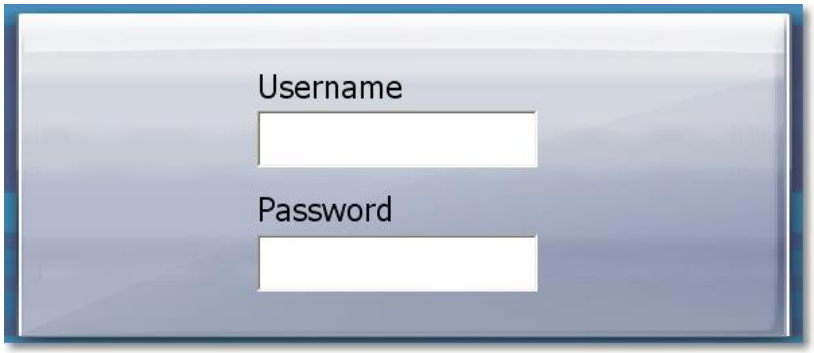
User Manual

ExoBiz POS can be run with a keyboard or as a touch screen. EBS POS is designed for fast transaction entry.

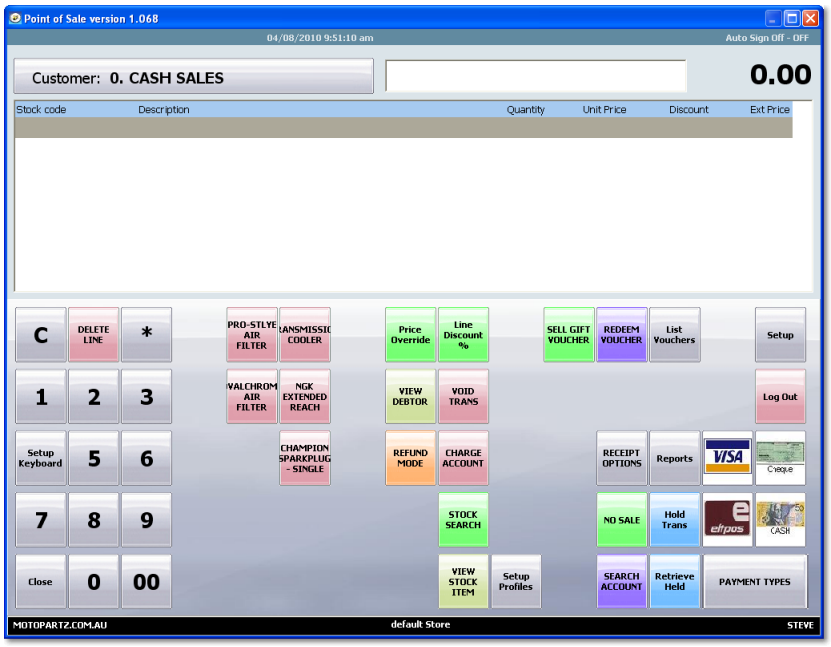
Logging In





You will see one of the above screens when you log in depending on the setup of the system. To log a staff member in you can either enter your pin number or enter your username and pin number. You should change these to at least 4 digit pins.

When you log in you will see only the buttons you are allowed to see.



By default ExoAdmin login has the Setup button on their screen.

Logging Out

You can log out at any time by pressing the Log Out Key.

If you are in a transaction you will be warned that you are about to lose the current transaction if you log out.

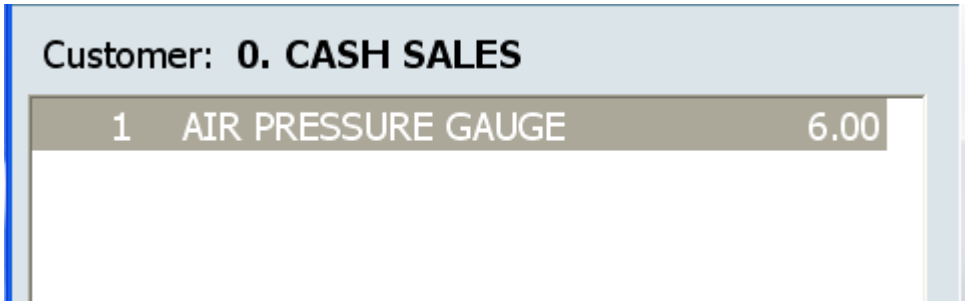
Making a sale

There are several ways of selling items with EBS POS.

1. Scan a barcode.

If you pass a barcode in front of you scanner the barcode will be entered into the data entry box.

The item you have just scanned will appear in the current transaction screen



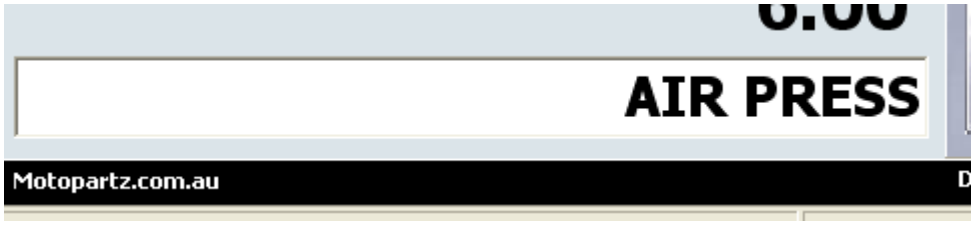
2. Type in the barcode.

If you barcode is not readable you can type in the barcode. If it is not found a search screen will appear to enable you to find your item.

3. Press a Stock code Key

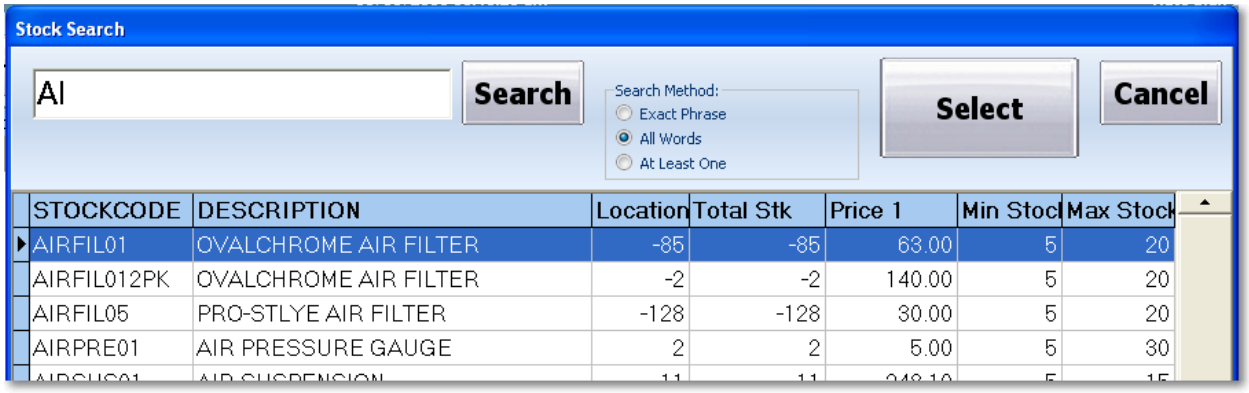
You may have keys on your screen which relate to products. If you press one of these keys the item will appear in the current transaction screen.

4. Type in a full or partial stock code or description



Type in a stock code or description into the search box using an external keyboard.

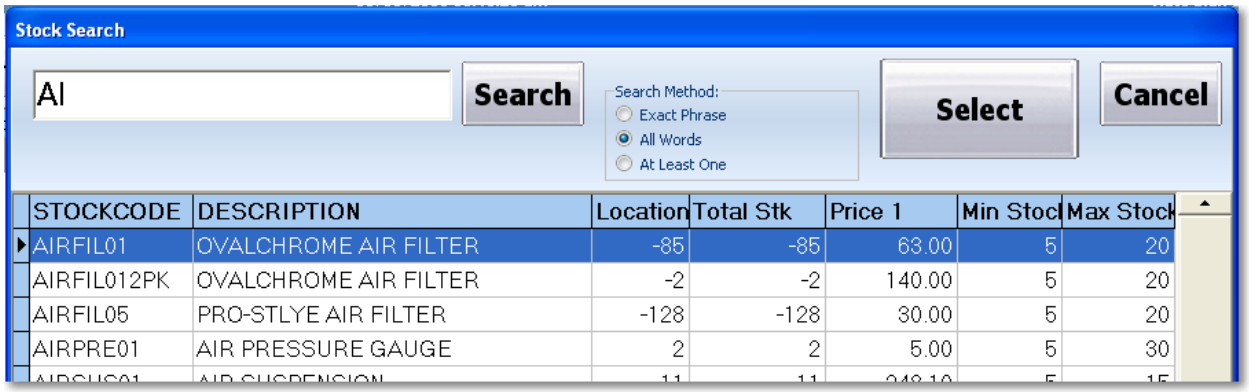
If you have typed in the stock code exactly the item will appear in the current transaction screen. If you have typed in a partial search or the system cannot find the item a search screen will appear.



Once the search box appears you can change the search using the on screen keyboard and press Select to enter your selection into the current transaction screen.

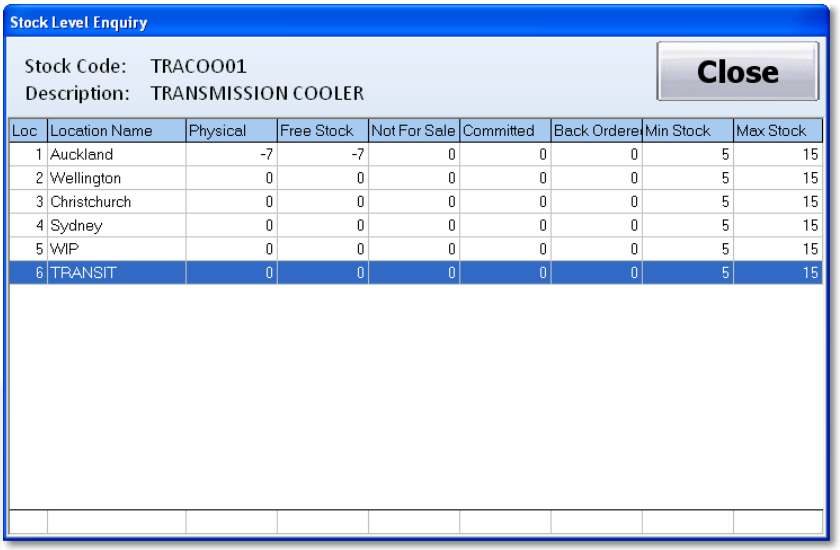
5. Do a product search

You can search for a product by pressing the Stock Search button. The stock search screen will appear. You can then use the onscreen keyboard to enter a partial search. Click the Search button to list all searched items. Press Select to enter your selection into the current transaction screen.



Stock Level Enquiry

If you want to find out he stock levels in this or other locations you can press the Stock Level Enquiry button.

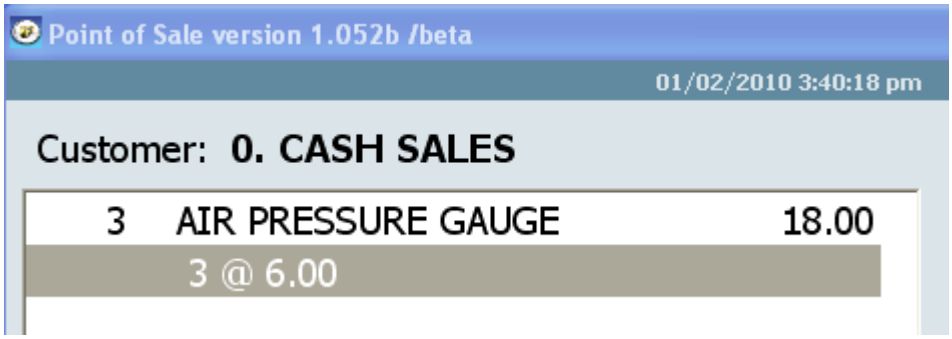

Stock Level Enquiry
Stock Code: TRACOO01
Description: TRANSMISSION COOLER
Close
Loc Location Name Physical Free Stock Not For Sale Committed Back Ordere Min Stock Max Stock
1 Auckland -7 -7 0 0 0 5 15
2 Wellington 0 0 0 0 0 5 15
3 Christchurch 0 0 0 0 0 5 15
4 Sydney 0 0 0 0 0 5 15
5 WIP 0 0 0 0 0 5 15
6 TRANSIT 0 0 0 0 0 5 15

Selling multiple items

If you are selling more than one of an item there are several ways of letting the program know how many you are selling.

1. Scan or enter the item multiple times.

Each time you enter the item another one will be added to the screen. In the following example the item has been scanned 3 times.



2. Type the number of items you are selling and then press the * button

3. Press the * button then type the number of items

This will bring up the multiply box. From here you can type in your multiplier and then press ok.

Deleting a line

You can delete a line by selecting it from the current transaction screen and then pressing the Delete Line button. This will remove the line from the transaction.

Cancelling a transaction

You can cancel the whole transaction by pressing the Void Trans button. This will ask you for confirmation then cancel the whole transaction.

Price Override

If your login has been given the rights you can change the sell price of an item within the current transaction. Press Price Override. If you do not have the rights to use this button you will be prompted to type in the password of a person who has this right (e.g. a supervisor)

To give a line discount

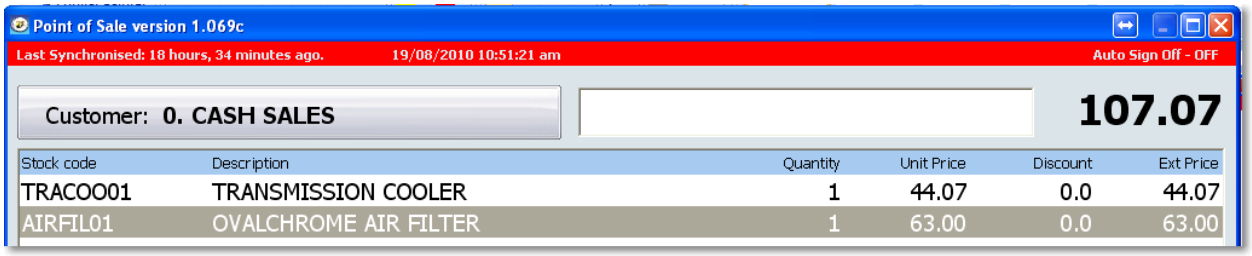
If you press the Line Discount % key you will be asked for a percentage discount to give.

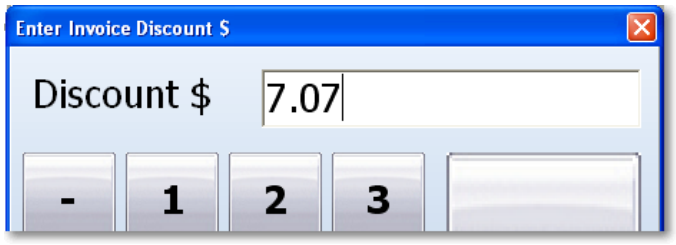
Line discounts can be set by user. You can have a limit for each staff member for the amount of discount they can give.

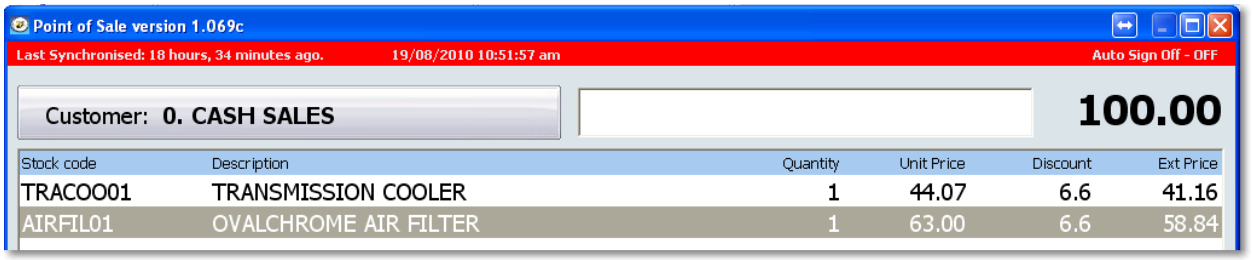
Total Discount (% and $)

When pressed these buttons set the discount over the whole transaction. The percentage discount simply changes the line discount for each line of the transaction. The $ discount will create a pro-rata discount for each line of the transaction to bring the transaction total to the selected amount.

e.g.

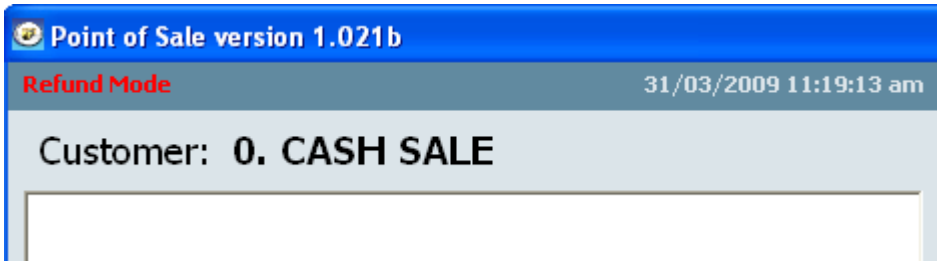






Refund Mode

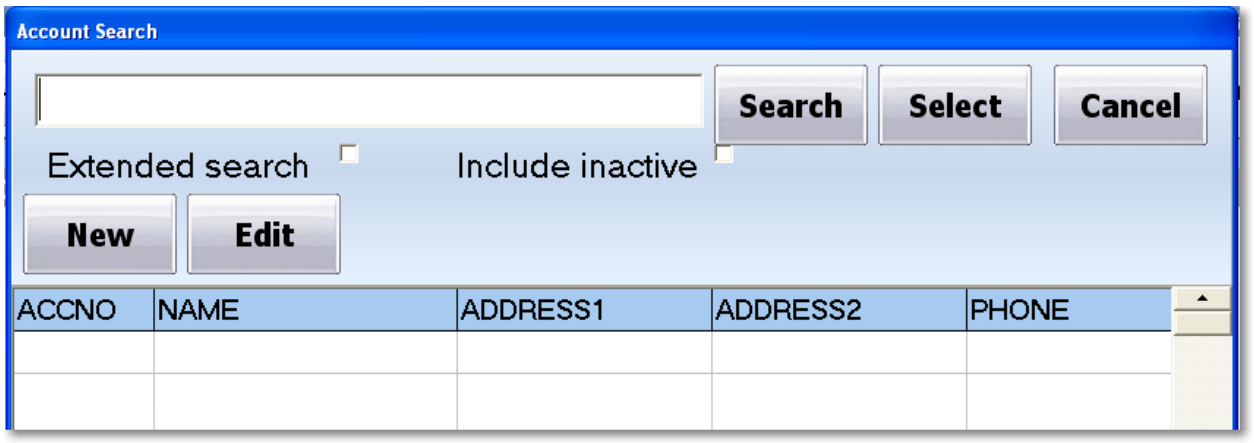
If you press this key the Refund Mode label will change to red. Everything you do for that transaction will act in refund mode. If you sell an item it will sell a negative amount of that item. When you finish the transaction the POS will go back to normal.



Refunds can be set by user. You can have a limit for each staff member for the amount of refund they can give.

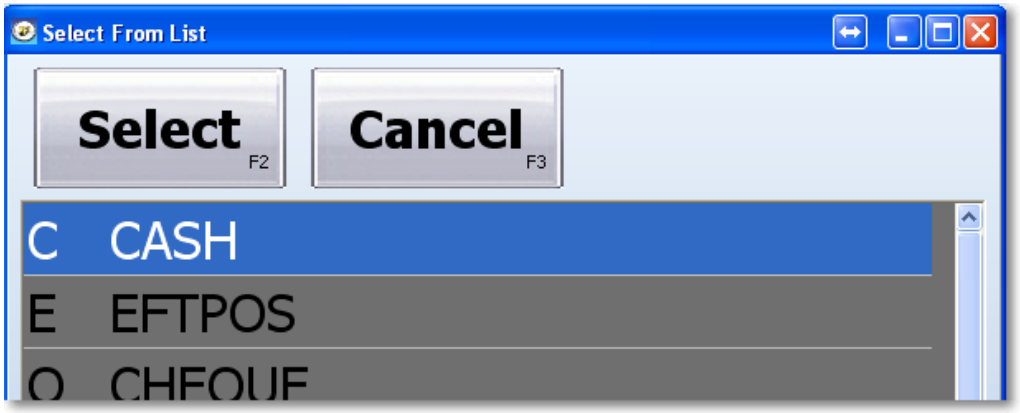
Selecting a customer account

Pressing this button allows you to select an account. The transaction will be charged to the selected customer.



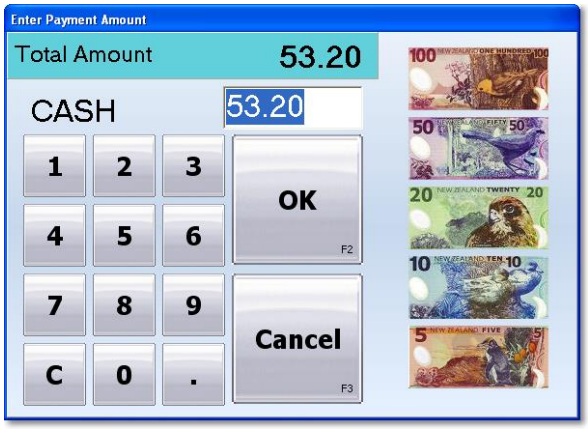
Receiving a payment from a customer

When this key is pressed you will be taken to a payment type list screen. You can select how the customer is going to pay for their purchase.



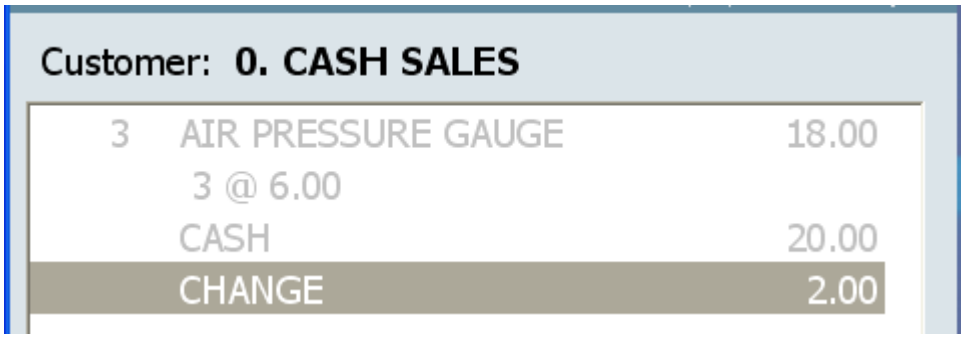
Or you can press one of the payment type keys.

An individual payment key can be programmed to match a specific payment type. These payment keys are an example.



When you select a payment type you will be shown a payment entry screen. If the customer hands you exact change you can press the OK button. If they hand you a not you can press the image that represents the note you have been handed. You can also enter the payment amount by typing it in on the screen.

If there is change to be given the screen will show you how much to give. Then the transaction will remain on the screen greyed out until you log in again or start the new transaction.



Paying off an account

If a customer wants to pay an amount off their account you can do this by pressing the Pay Account button.

You can only do this if you have an account that is not the cash sale account selected. You also cannot be in the middle of a sale.

An account payment line will show in the transaction window.

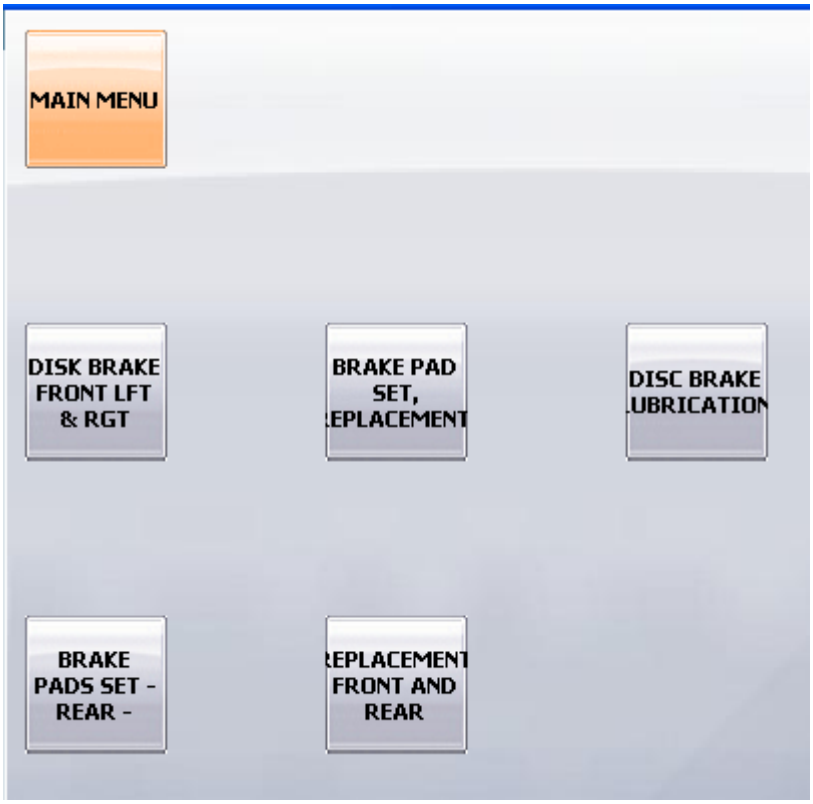
You can then receive payment as you would a normal transaction. The system will also calculate change.

There is no facility for allocating payments at the point of sale. The individual payments will be shown on the end of day sales reports. The person in the back office can then decide how to allocate the payments.

Menu Shift

You may have buttons on your keyboard which shift you to a new menu. They will change the whole button layout to show items that match.

This shifts you to a new sub menu. The menu number is specified by the Program field. A menu is a screen layout. E.g. the default sub menu 1 looks like this:



Hold Transaction

This allows you to store a transaction temporarily. IF you press the button a new screen will pop up asking you for a reference. It then saves the transaction and brings you back to a new transaction screen.

Retrieve Held

This shows you all currently held transactions and allows you to retrieve the transaction. This will then remove the item from the held list and put it back into your current transaction screen.

View Stock Item

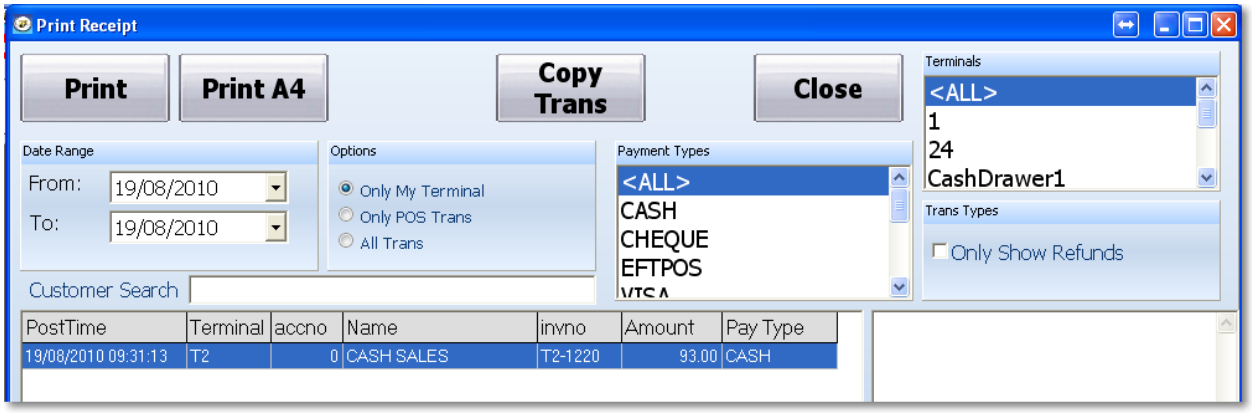
This will give you a view of the stock item. You can see from here the sell price details and the stock levels across all locations.

Charge To Account

This button allows you to invoice an account customer without receiving payment at the time. This will only work if your customer is not a cash sale customer.

Receipt Options

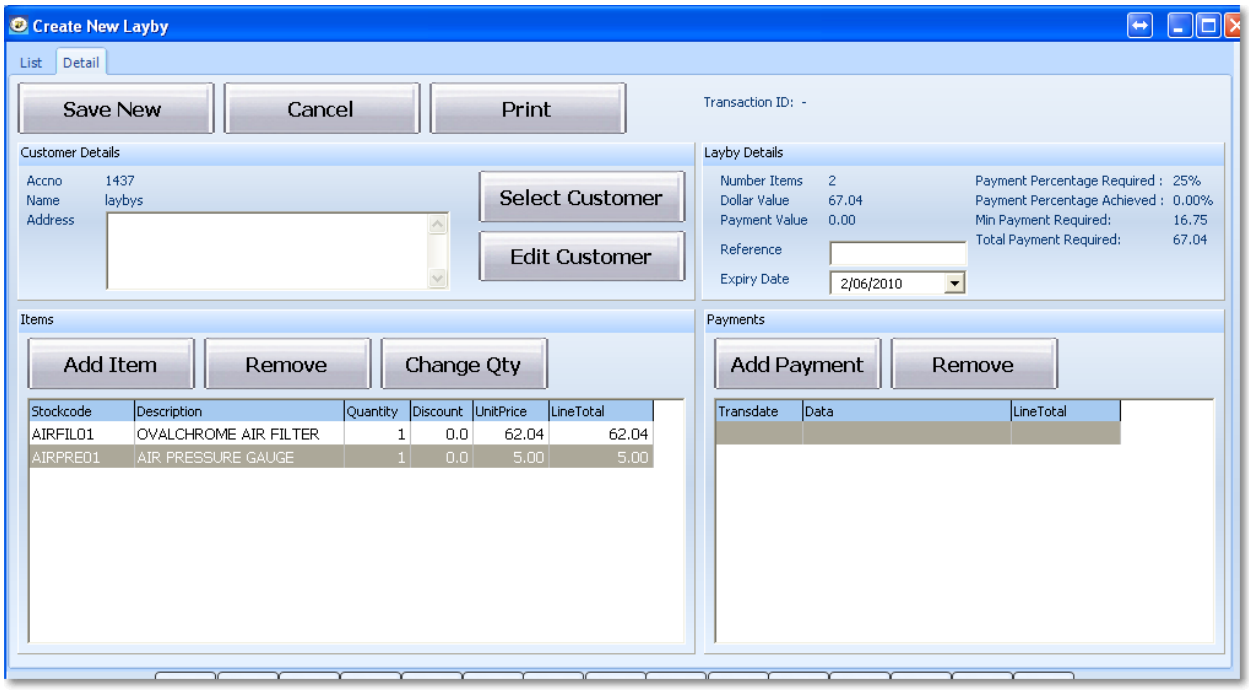
You can reprint a customer receipt. This button will list all recent receipts. From here you can reprint a receipt or reverse or copy a transaction if you have the access rights.



Using Laybys (or Customer Orders)

1. Creating a new Layby

To create a new layby simply add new items to the screen as if to sell them. Then press the Layby button (or customer orders button)



The items you have added will then be shown on the screen. You will be given details as to how much money is required to be paid in order to reach the minimum deposit.

On this screen you can change the customer, enter a reference and address details, add payments, change the expiry date and add or remove products.

You cannot remove a payment after you have saved the layby.

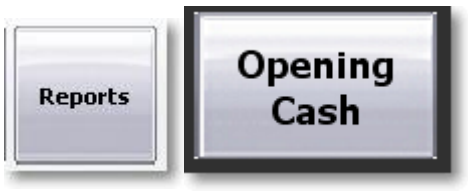
Every time you save the layby a docket will print detailing the total items on the sale, the total paid so far, the total remaining and the terms and conditions.

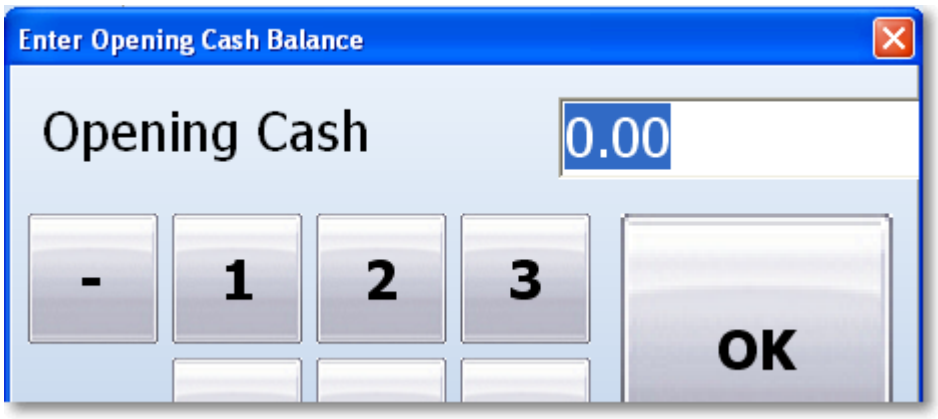
Shifts

Starting a shift

Exobiz POS automatically creates a shift when you do your first transaction of the day.

You can also create a shift by going to the reports screen and entering your opening cash.





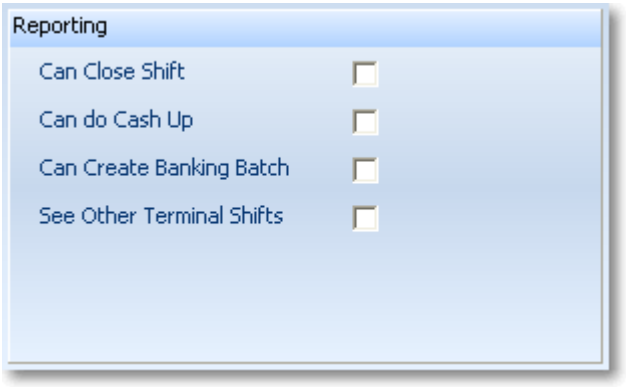
Description	Number	ExclTax	Tax	Total
Transactions By Type				
Opening Cash				371.00

This opening cash figure is reflected in your end of day reports.

If you do not enter an opening cash float then you must not count the float into the end of day takings. If you do then your count will be wrong.

End of day procedures

In the setup staff you can allow each staff member access to one or more buttons on the reports screen.

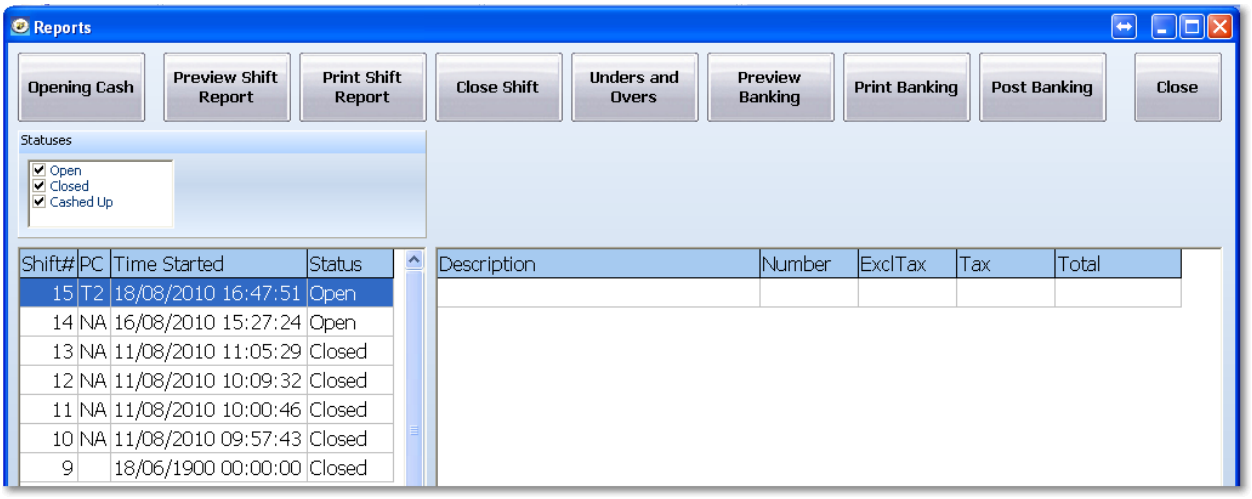


At the end of each shift you can go to the reports screen to end the shift and cash up.

Can close shifts – enables the left 3 buttons.

Can do cash up - enables the next 3

Can create backing batch – enables the last button

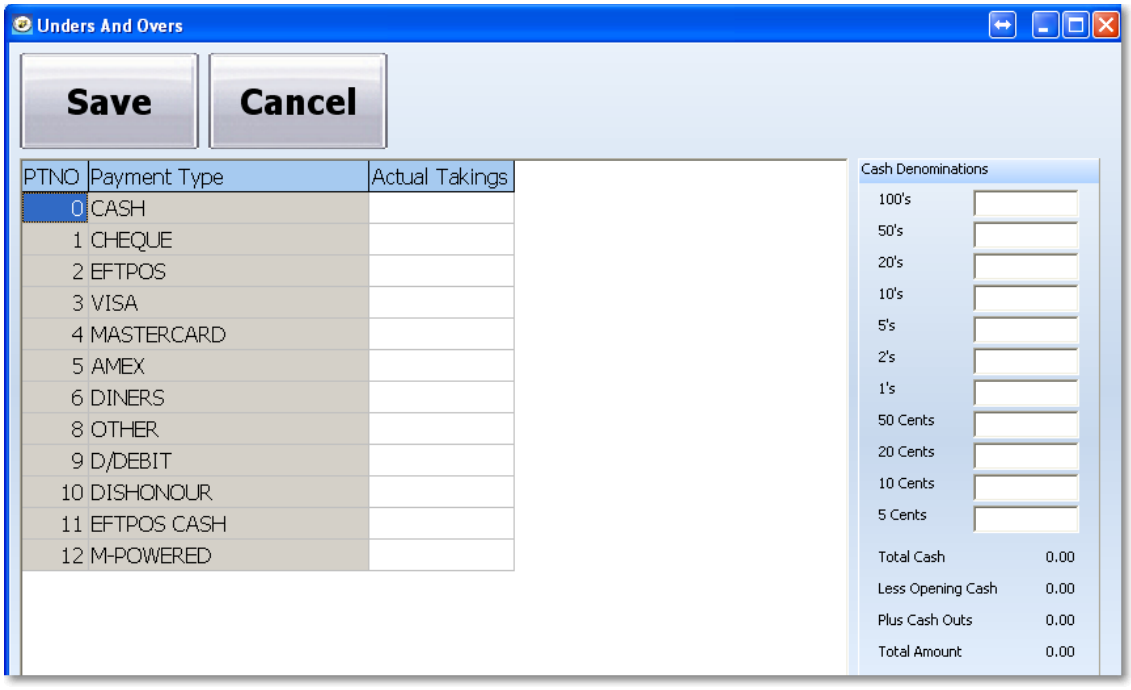


Preview Report – Lists the payment type break down for the shift.

Print Shift Report – Prints the shift report to the docket printer

Close Shift – Closes the shift. A new shift will automatically be created when you next do a transaction.

Unders and Overs –



This lists all payment types and gives you the opportunity to fill in the actual counted money. If the counted money does not equal the POS calculated amount the program will enter transactions to make up

the unders and overs amounts. These go to a GL code as specified in the stock item you have nominated for unders and overs.

How do I handle the Float?

If you have entered an opening balance then you must count your float and add it to the end of day cash amount. If you did not enter an opening balance at the beginning of the day you must not include the float in the end of day money count.

Example 1 – with beginning of day opening cash.

You start the day with 371.00 in cash as an opening float. If you enter this value in as opening cash then you need to also count it at the end of the day.

If you finish the day with $1,400.00 in the cash draw then you will have to enter $1,400 in the "Actual Takings" column beside cash. The program will deduct the initial $371.00 before calculating the end of day total.

Example 2 – without beginning of day opening cash.

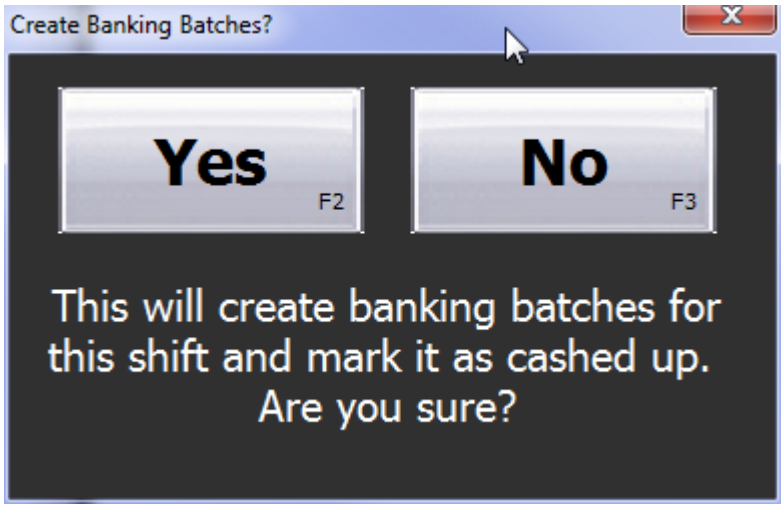
You start the day with 371.00 in cash as an opening float. If you do not enter this value in as opening cash then you need to remove this before counting the end of day takings.

If you finish the day with $1,400.00 in the cash draw then you will have to manually deduct the opening cash of $371 and enter $1029 in the "Actual Takings" column beside cash.

Preview Banking and Print Banking – show on the screen and on the docket printer respectively the cash totals for the day so that you can take them to the bank (in the case of cash and cheques).

Description	Total
Cash Up Report	
Batch Group 0. DEFAULT	
CASH	250.00
VISA	310.20
TOTAL	560.20

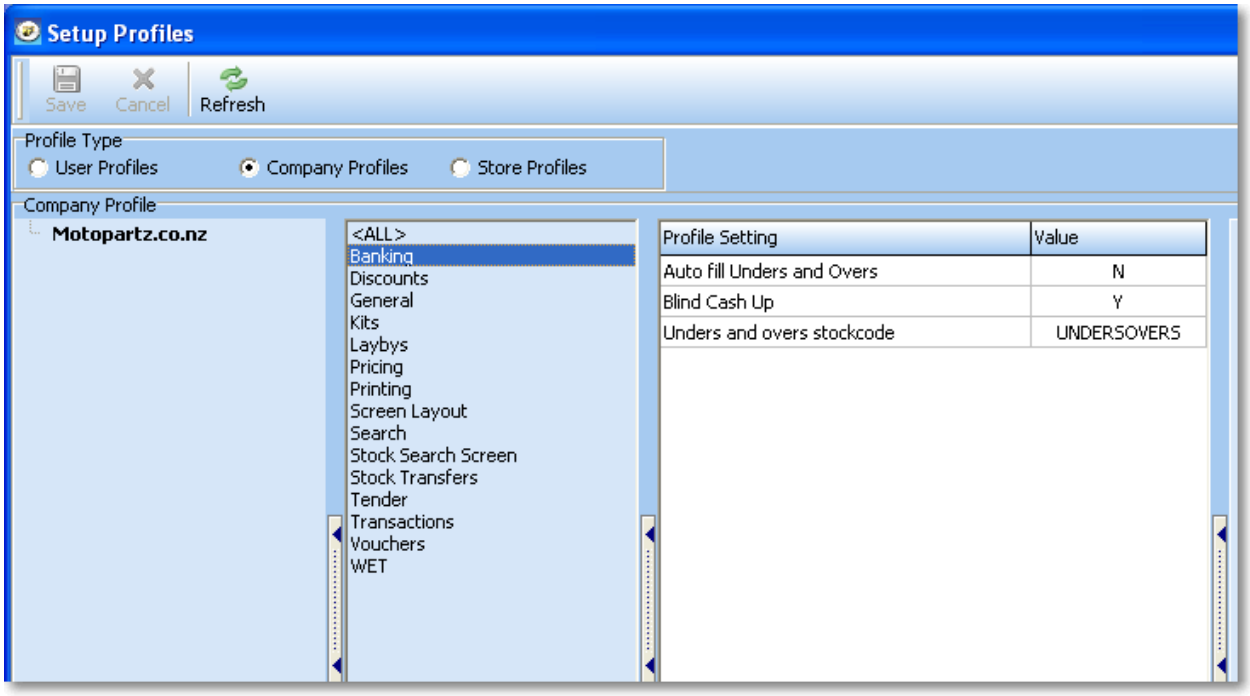
Post Banking



This creates banking batches in EXO based on the payment groups.

System Setup

Banking

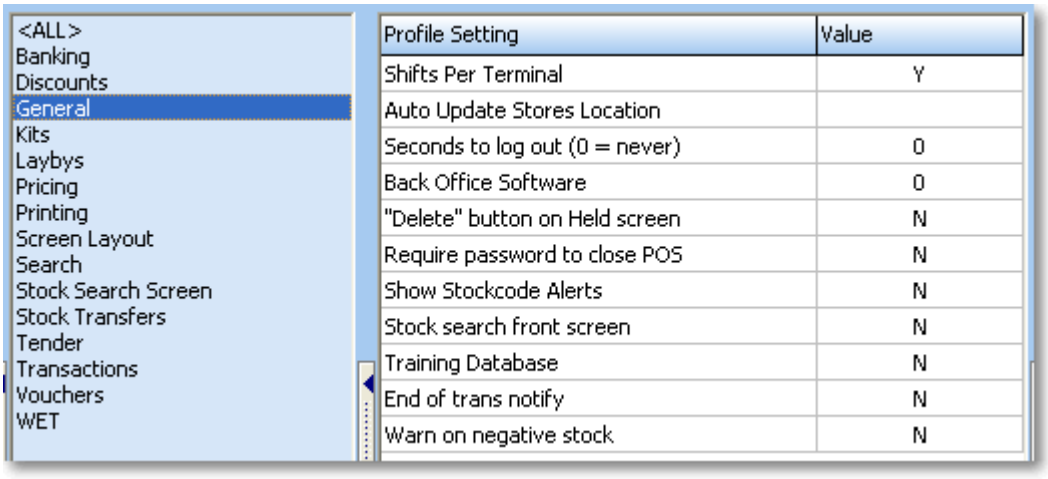


Unders and Overs Stockcode – the stockcode that unders and overs will be posted to. Allows you to set up a GL code for unders and overs (linked to that stock code)

Auto fill unders and overs – when you open the unders and overs screen it will fill in all the values based on the system values except for cash.

Blind Cash Up – hides the variance amounts from the cash up screen so you cannot fudge the figures.

General Setup



End of transaction notify – if ticked the transaction item area will show the following text after each transaction is completed.

Eftpos Multi Tender – if paying by eftpos this allows you to override the payment value on the payment screen. Otherwise it assumes you are paying the full amount by Eftpos.

Require password to close – if not full screen and you click on the x to close the POS screen it will ask you for a password before allowing you to close.

Stock Search Front Screen – allows you to to a simple stock search on the front screen if you are not logged in.

Training Database – this makes the transaction area show red and prints *** Training *** on receipts so you don't accidentally think the training database is a live database.

Back office software – POS can connect to MYOB EXO or MYOB Premier.

Shifts per terminal – If you have more than one terminal in a store you may wish to break down your shifts per terminal so that you can cash up each terminal at the end of each day.

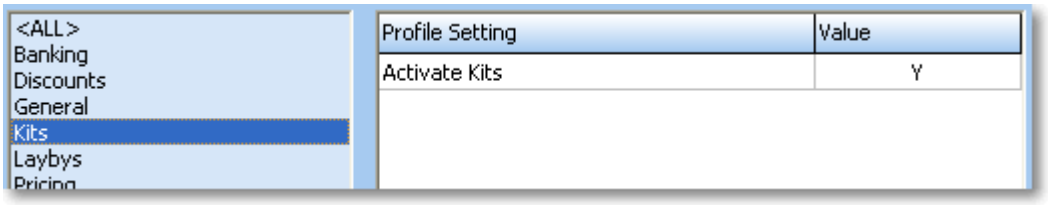
Show Stock code on display – By default the transaction entry screen only shows the description. You may wish for it to show the stock code as well.

Show Stock code alerts – if ticked the EXO popup alert will show for each sold stock item.

Sale Grid Font Size – this defaults to size 14 font but you can make it smaller or larger depending on the length of your stock descriptions.

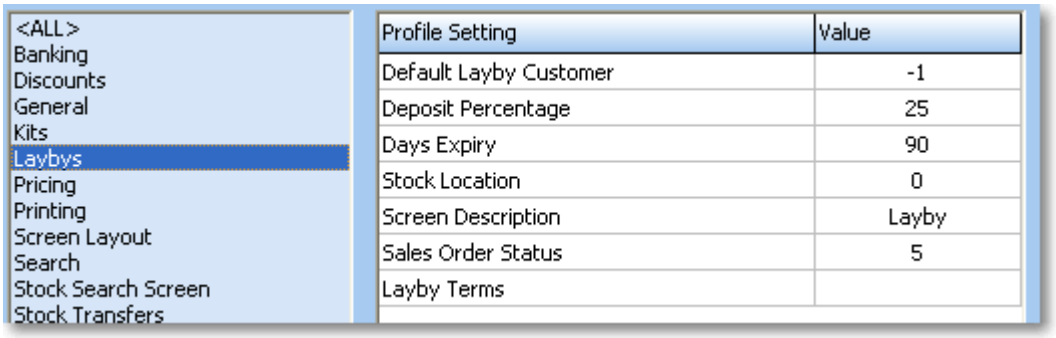
Seconds to auto log out – if no keys are pressed an you are not in a transaction your session will log out after x seconds if not zero.

Kits



Activate Kits – If ticked then Kits will be activated. Kits are worked out when the sale is completed. The screen will only show the kit but the invoice can show the kit items if required.

Set up Laybys (or Customer Orders)



Laybys are a way of creating an order for a customer, taking a deposit and supplying it later.

Layby Deposit Percent: This is the minimum deposit the customer can make before you can save the order.

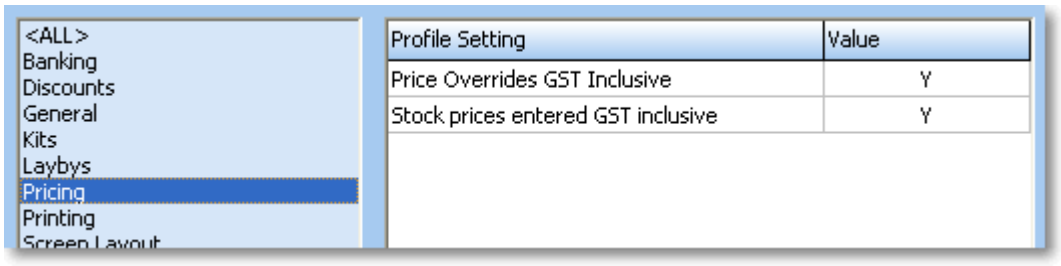
Layby Stock Location: If this is set to anything other than 0 it will move the stock to this location before creating the order. This is useful with Laybys as it takes the stock away from your normal inventory.

Default Layby Customer: If you want all Laybys to go to the same customer then put that layby account here. If you leave this at -1 then it will ask you for a customer for each layby.

Layby Screen Description: Some people prefer to have the layby described as Customer Orders or similar. This changes all screen labels to match.

Layby Sales Order Status: EXO sales orders if they have a status of 5 they are marked as Laybys. If you select 0 then they will be marked as Sales Orders. It just effects how the orders interact with the rest of the system.

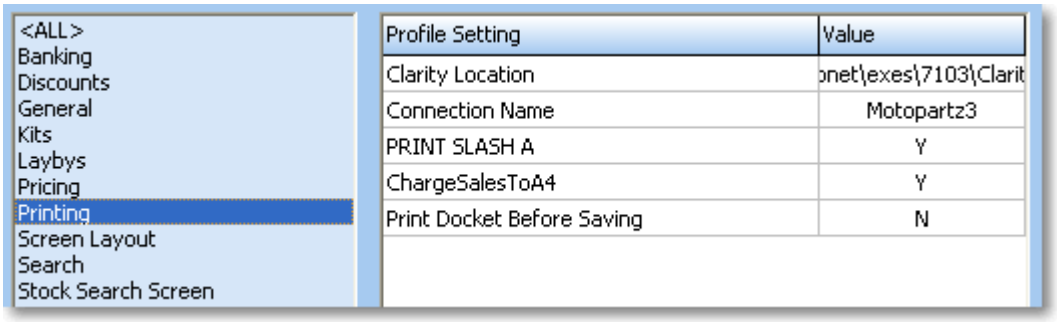
Pricing



Stock Prices Entered GST Inclusive – if ticked then sell prices in EXO will be assumed to be GST inclusive.

Price Overrides GST inclusive – any prices you enter at the front screen will be assumed to be Inclusive or Exclusive based on this tick.

Printing



Clarity Filename – this is where your clarity exe is – for printing invoices.

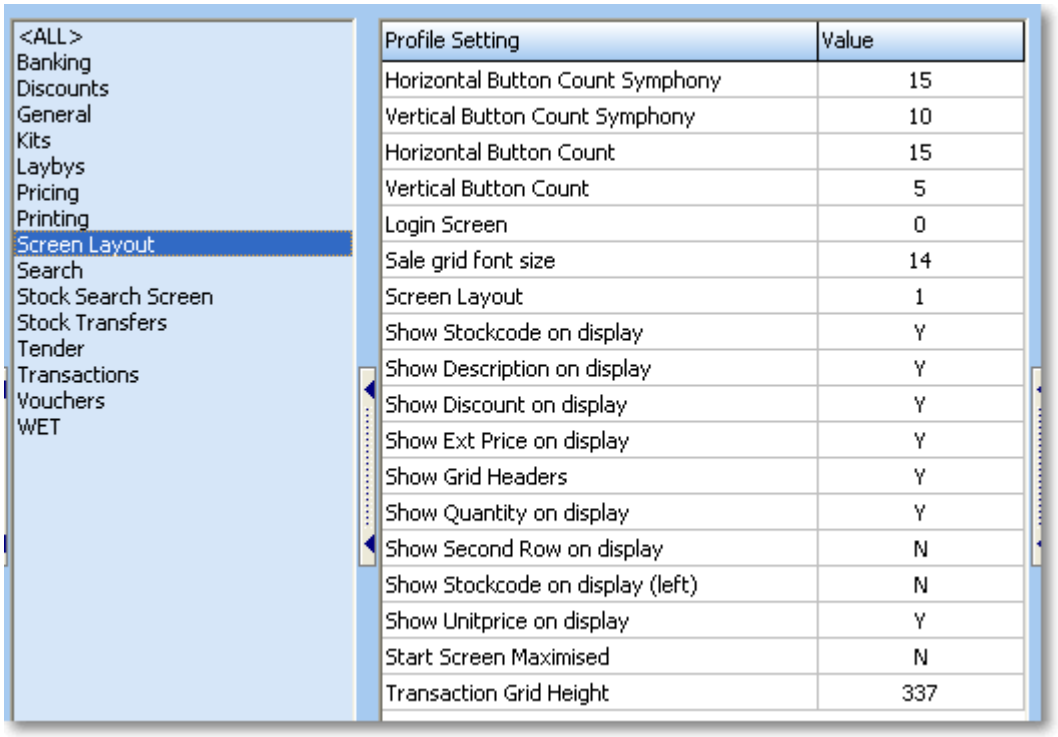
Connection Name – this is the database it will be connecting to to print invoices. Should be the same as your logged in database

Print Slash A – stops the box coming up asking whether to print or preview your invoice.

Charge sales to A4 – Sales that are not cash sales to go to A4 instead.

Print Docket Before Saving – In order to speed the checkout process we can print the docket before saving it.

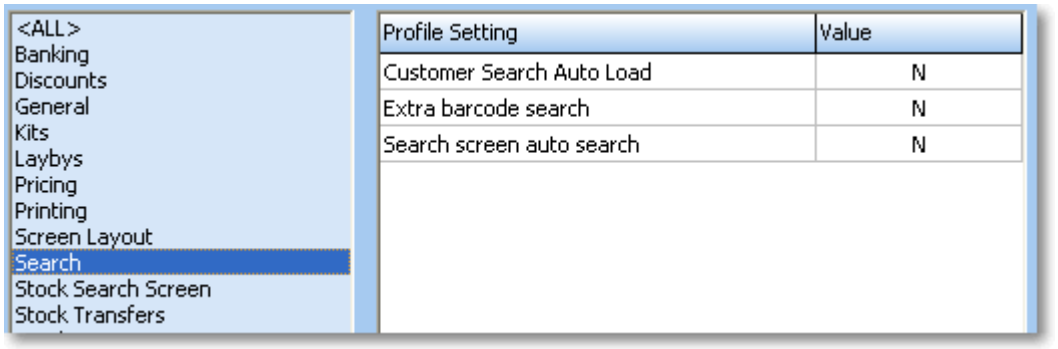
Screen Layout



Profile Setting	Value
Horizontal Button Count Symphony	15
Vertical Button Count Symphony	10
Horizontal Button Count	15
Vertical Button Count	5
Login Screen	0
Sale grid font size	14
Screen Layout	1
Show Stockcode on display	Y
Show Description on display	Y
Show Discount on display	Y
Show Ext Price on display	Y
Show Grid Headers	Y
Show Quantity on display	Y
Show Second Row on display	N
Show Stockcode on display (left)	N
Show Unitprice on display	Y
Start Screen Maximised	N
Transaction Grid Height	337

This allows you to set whether the transaction screen goes across the top or down the side. You can also select which columns show and whether your login screen asks for username and password or just the password.

Search Screens



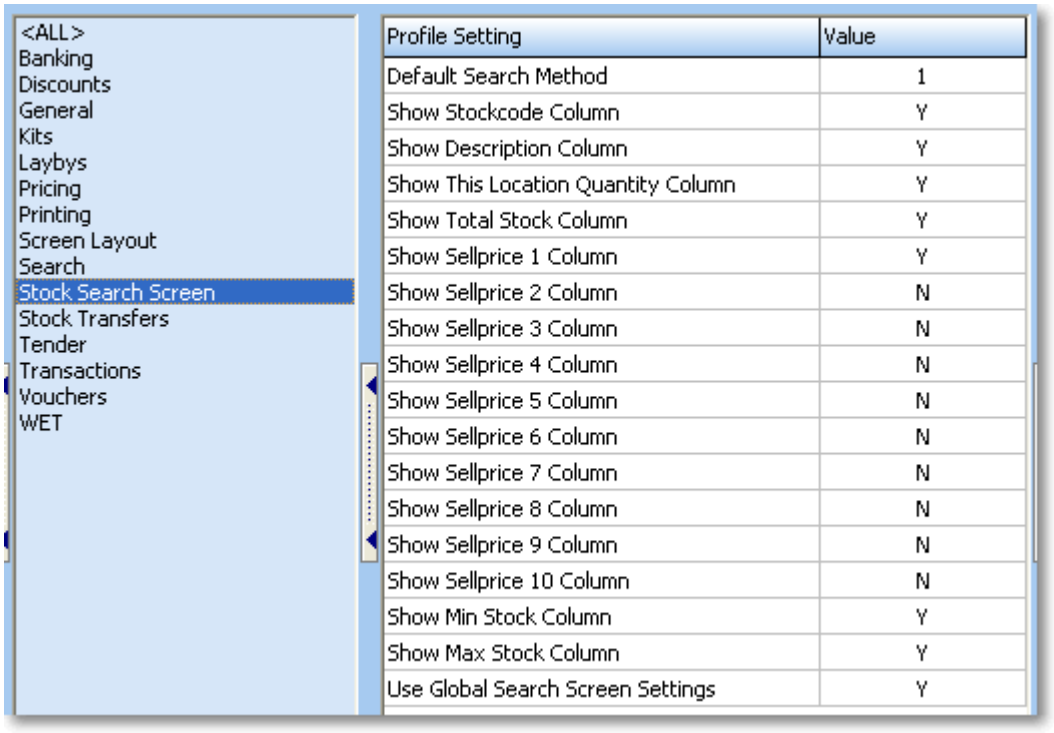
Profile Setting	Value
Customer Search Auto Load	N
Extra barcode search	N
Search screen auto search	N

Customer Search Auto Load – If selected when you open the debtor account screen the customers show without having to press search. Leave off if you have a lot of customers.

Extra Barcode Search – uses an extra table to search for additional barcodes. Allows you to have more than 3 barcodes for each stock item.

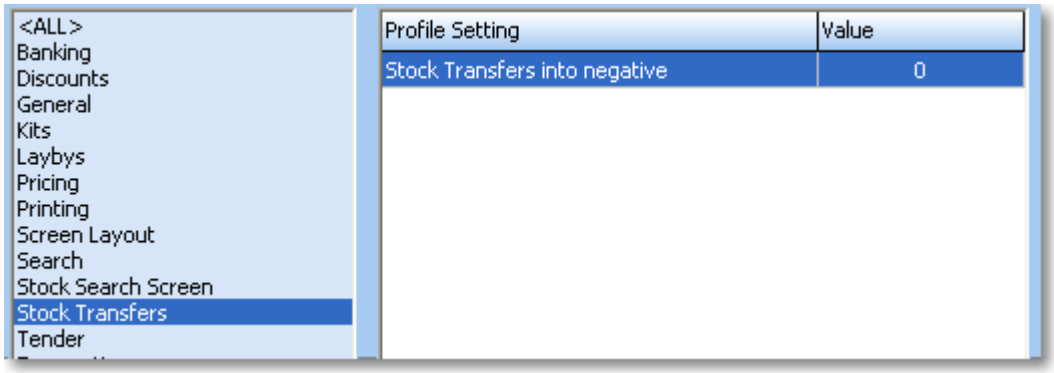
Search Screen Auto Search – reruns the search every time you press a key. Narrows down the search as you type but slow with large amounts of stock.

Stock Search Screen



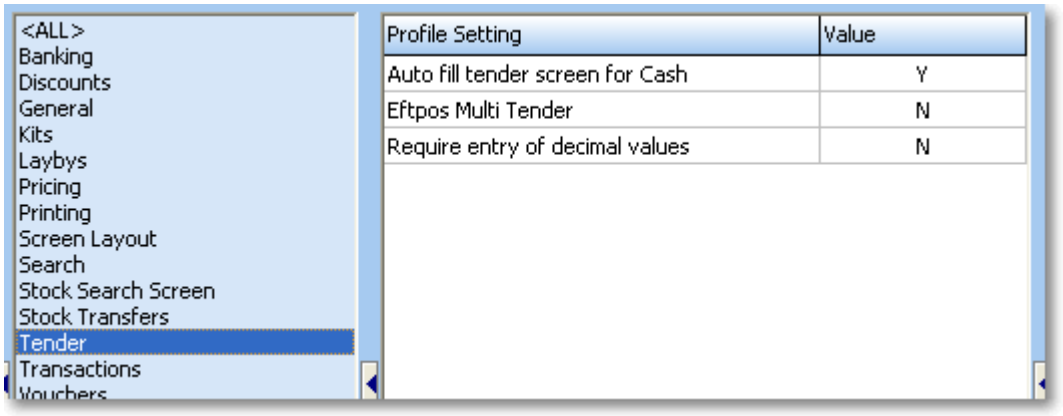
Use this screen to centrally control the stock search screen look and feel.

Stock Transfers



Stock Transfers into negative. 0 = Allowed, 1 = Allowed with warning, 2 = Not allowed

Tender

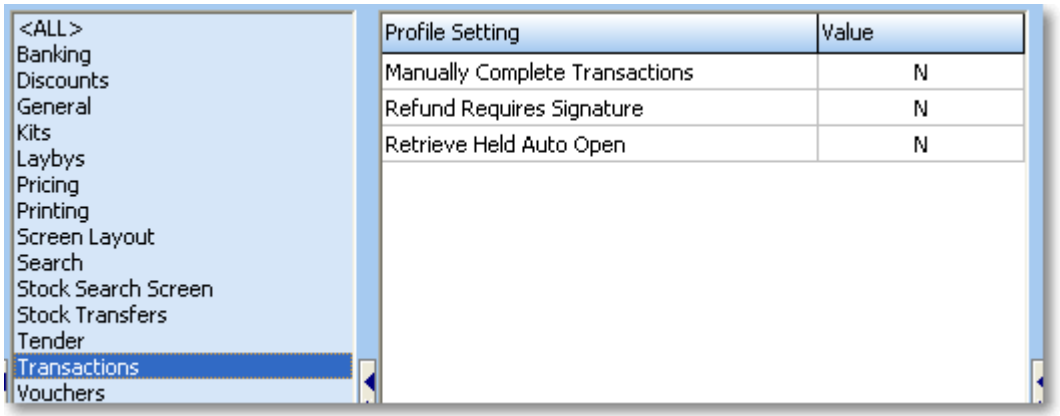


Auto Fill tender for cash screen – Fills in the cash amount when pressing the cash button. Allows you to simply press OK to complete the transaction – saves you having to type in the cash amount.

Eftpos Multi Tender – allows you to enter a dollar figure into the eftpos tender screen. Otherwise it assumes the whole amount is paid by eftpos.

Require entry of decimal places – makes you enter the cents in a transaction.

Transactions

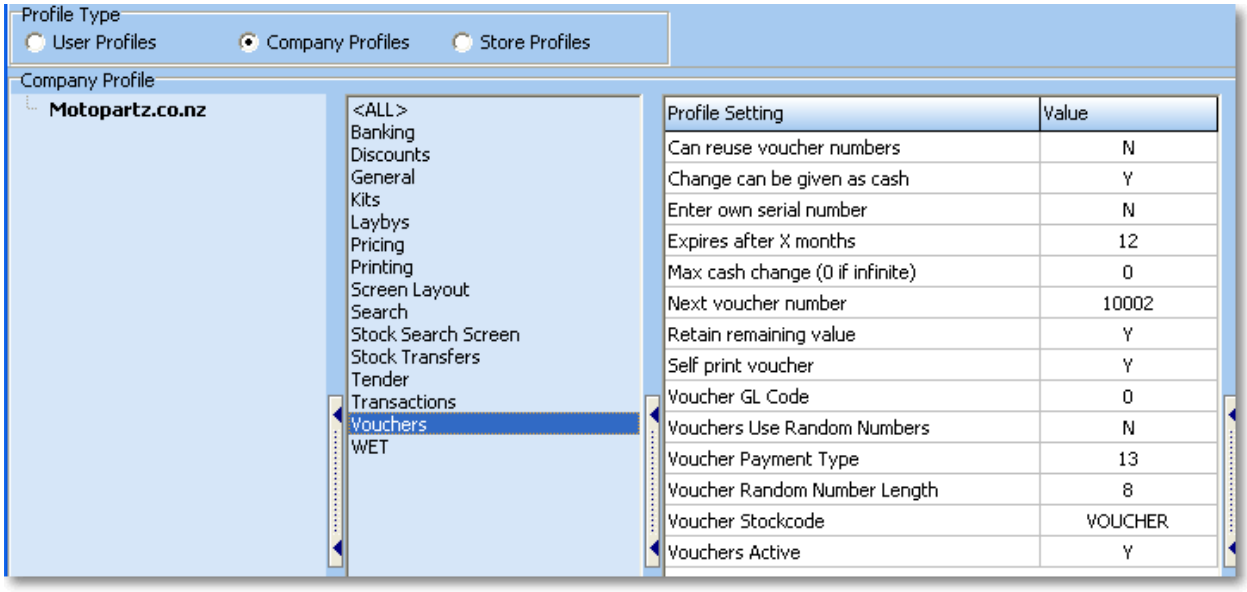


Manually complete transactions – will not cash off a transaction when the payment matches the invoice. You will have to press the CHARGE button to finish the transaction.

Refund Requires Signature – makes the program print 2 invoices if a refund is given. One for the customer to sign.

Retrieve held auto open – if you open the retrieve held screen and scan a code it will auto press the take off hold button.

Vouchers



Vouchers Active – if not set then no voucher features will be available.

Next Voucher number – if you want the POS to create your voucher numbers then this will determine the next number given out.

Enter own serial number – if selected then whenever you sell a voucher you will be prompted to enter a voucher number.

Voucher stock code – The stockcode of your Voucher stock item. This item must have zero GST. Sales of vouchers will go to the GL code against that stockcode.

Change can be given in cash – if set then you will be able to give cash (up to the amount set in Max Cash) in change. If not then you must sell another voucher to make up any remaining value on a sale.

Expires after x Months – default expiry date of sold vouchers. After the expiry date a voucher will not be recognized.

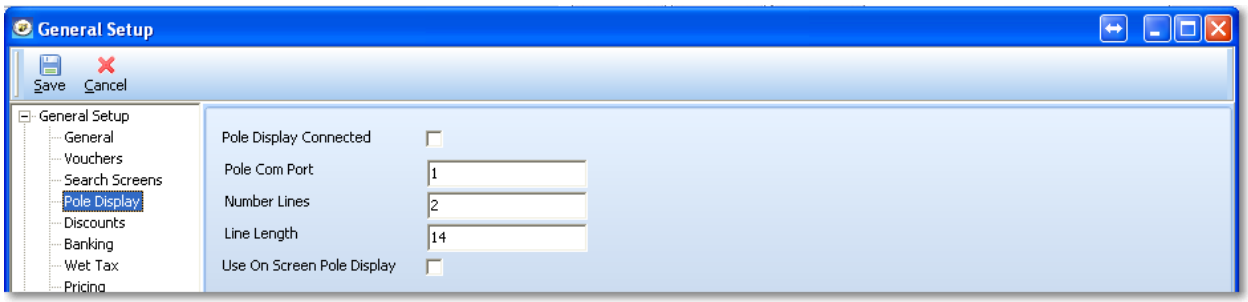
Self Print Voucher – if set then when you sell a voucher a voucher docket will print with the terms and conditions and expiry date etc printed on it.

Voucher GL Code – Not used at this stage. It will be used for auto GL balancing transactions for expired vouchers.

Reuse Voucher numbers – allows you to reuse vouchers if they are expired / used.

Retain Remaining Value – If set then instead of giving change on vouchers the remaining value will be retained and another voucher printed showing the remaining value.

Vouchers use random number, Voucher Random Number Length – instead of using one number after another it uses a randomized number with the specified length.



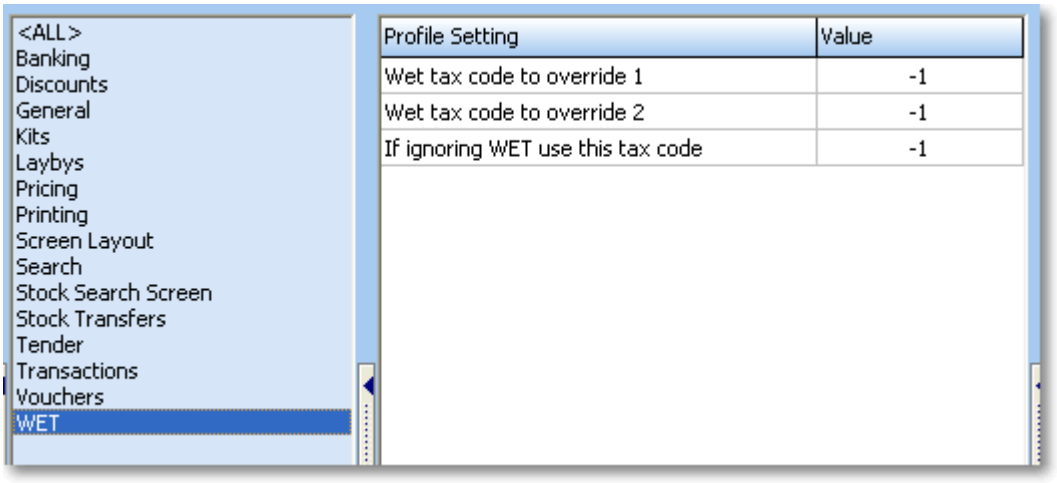
Pole display connected – If set then logins, stock items will be shown on pole display.

Pole Com Port – which com port is the pole display connected to

Number Lines, Line Length – these are generally 2 and 20 respectively.

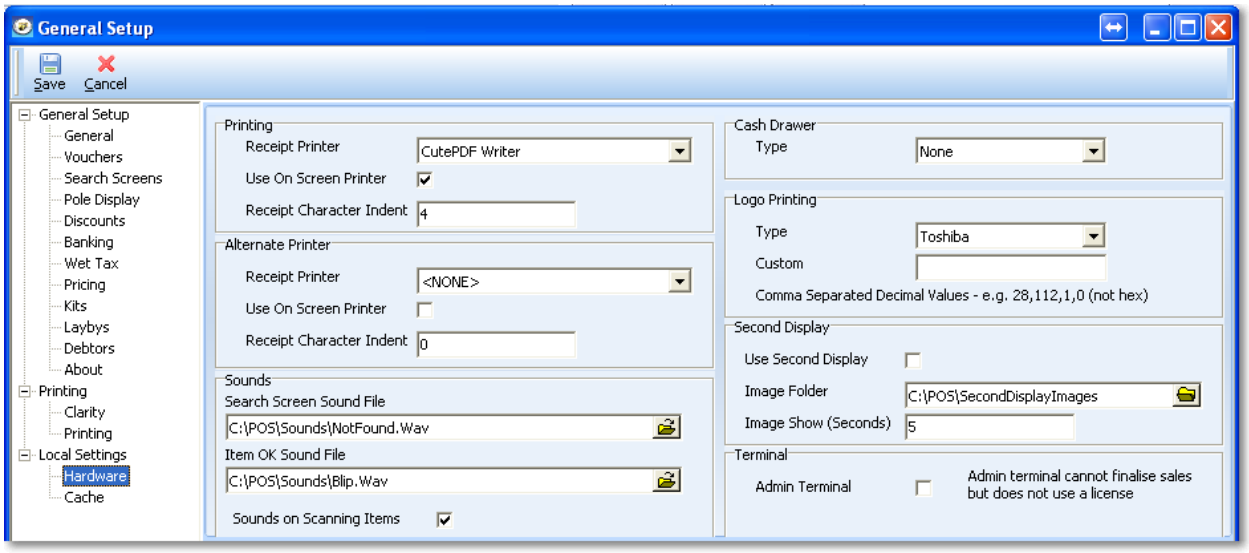
Use On Screen Pole Display – For demo purposes. Shows the pole display on the screen.

WET Tax

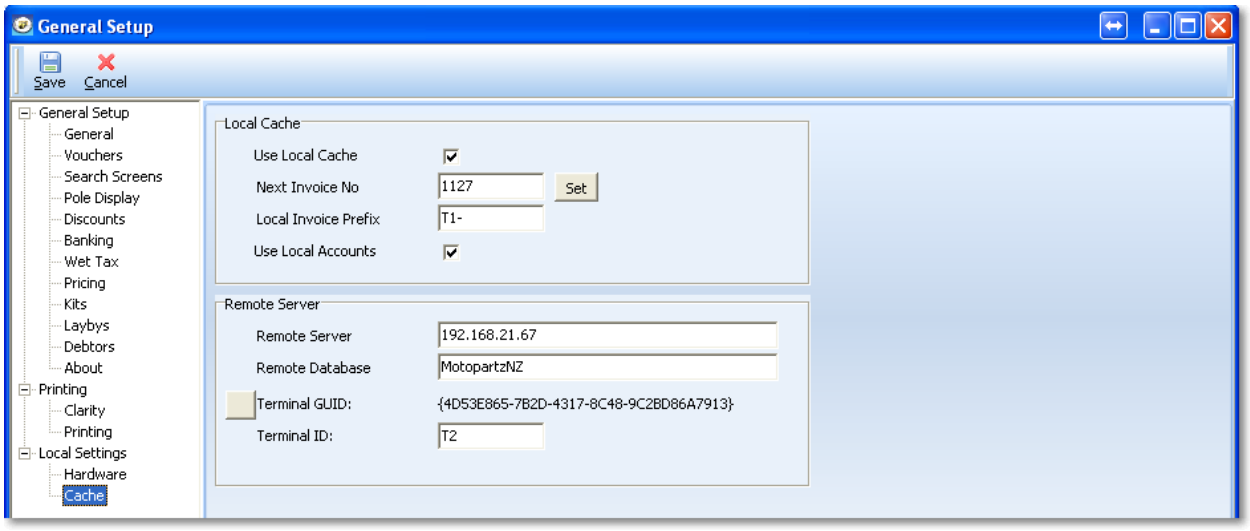


WET Tax - for Australian liquor dealers

Local Settings



Use this screen to set up primary and secondary printers.



Use Local Cache – use this setting if you are setup to be offline.

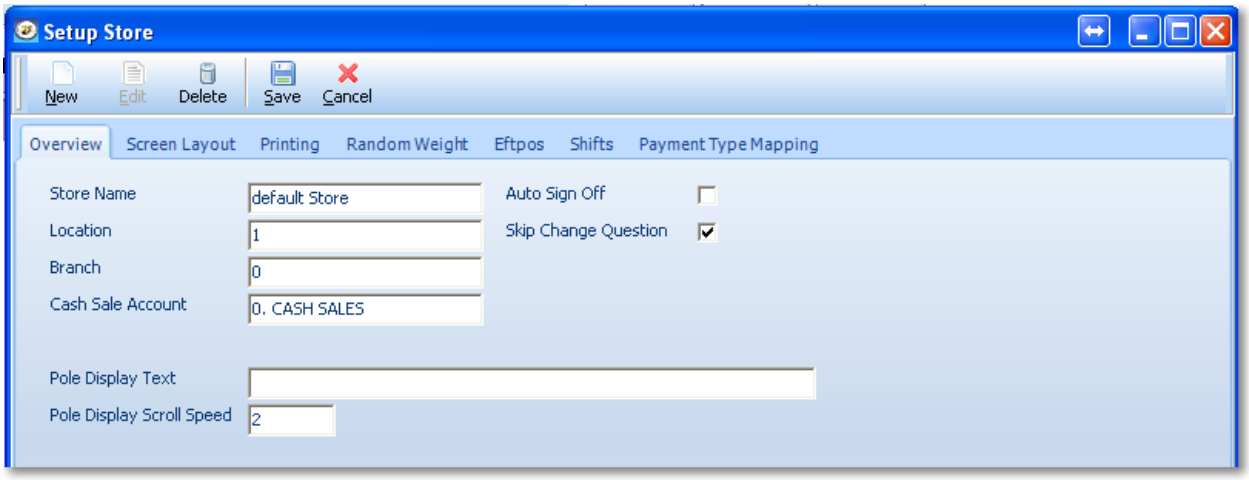
Next Invoice No – the next invoice for the offline store will be this.

Local Invoice Prefix – this is added to each invoice number to differentiate them between stores.

Remote Server – the head office server where the master database is.

Setup Store

Select the store you wish to edit. You can also add a new store from here.



Store Name – the name of the store

Location – The EXO stock location

Branch – the EXO sales branch

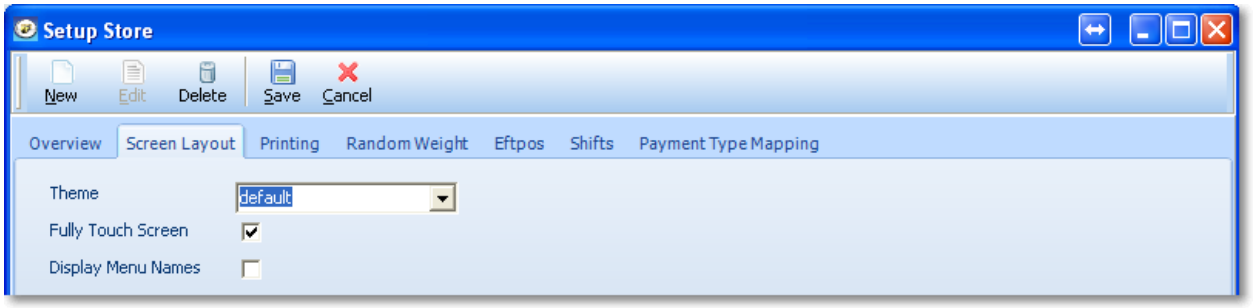
Cash Sale Account – The default sale account for cash sale transactions.

Auto Sign Off – if ticked you will have to log in before each transaction

Skip Change Question – if not ticked you will get a reminder after each transaction to tell you how much change to give.

Pole Display Text – the text that shows on the pole display if nothing else is happening.

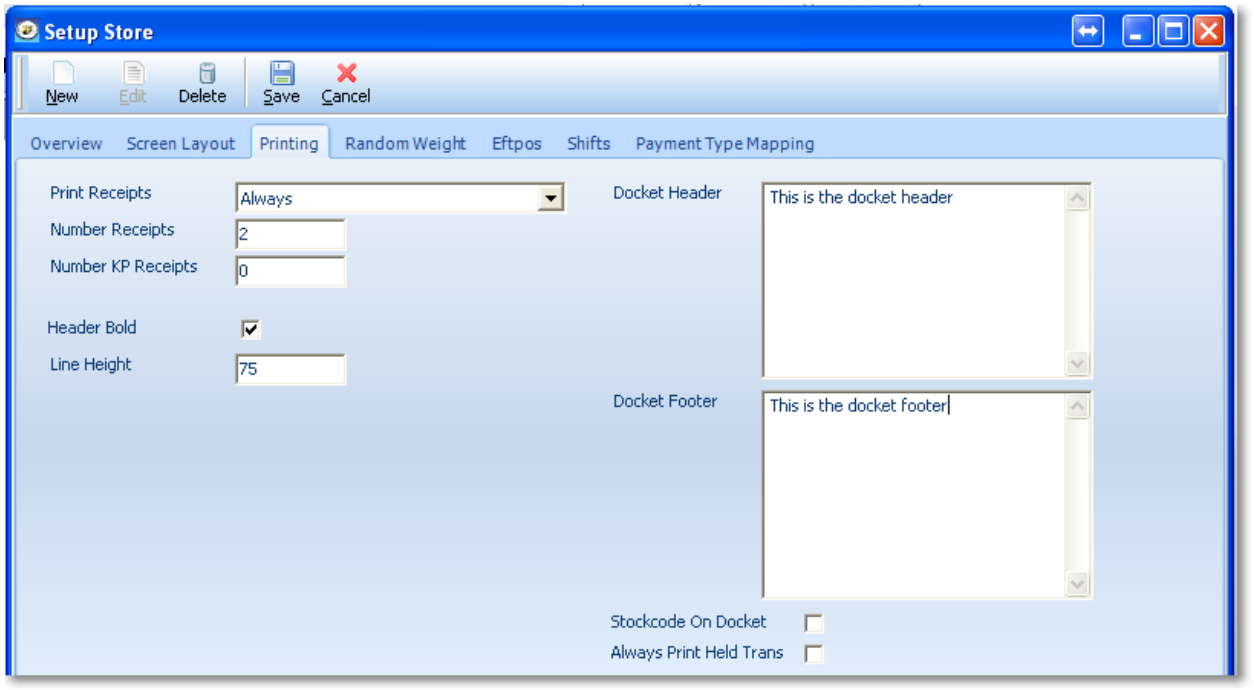
Pole Display Scroll Speed – how fast items scroll on the pole display. Bigger numbers are slower.



Theme – Different themes have different look of buttons and background. You can create your own ones by editing folders / images in the Themes folder.

Fully Touch Screen – If ticked then onscreen keyboards are included in most screens.

Display Menu Names – if ticked then the menu name will appear at the top of the main form.



Print Receipts – Options are Always, Ask each time or Never. Always will print a docket after every transaction, Ask will ask each time you do a transaction and Never will not print a receipt at all.

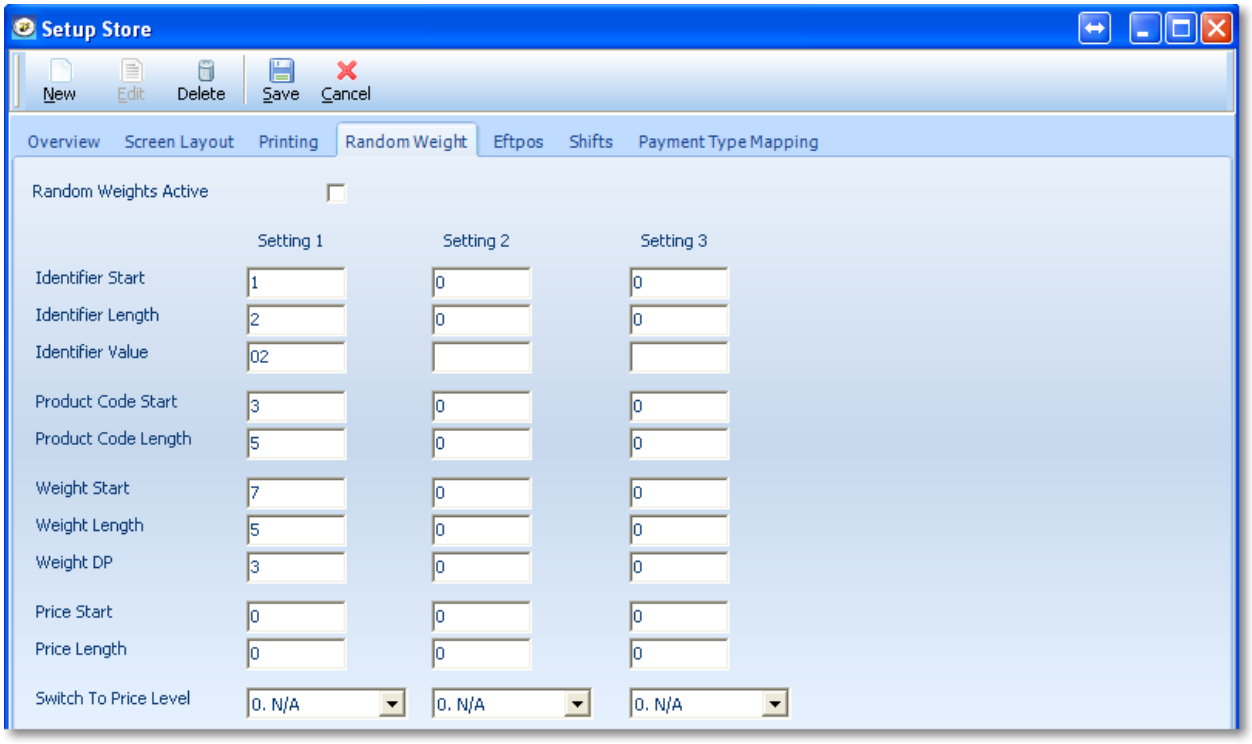
Number Receipts – This is how many receipts will print when you ask for a receipt (or after every transaction if that is selected)

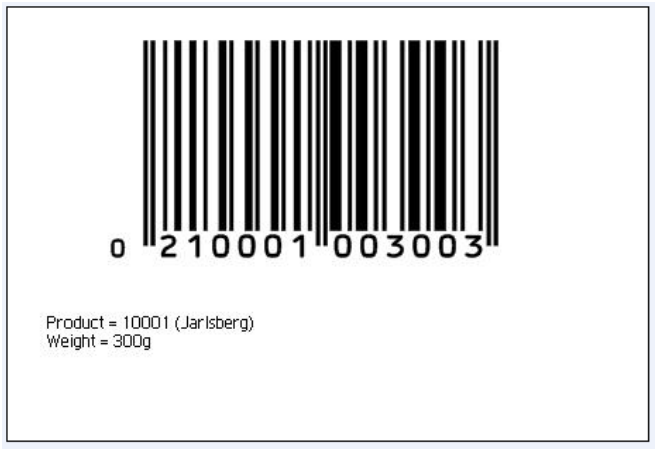
Number KP Receipts – number of Receipt Type 2 receipts that are printed per transaction.

Header Bold – Docket header and footer bold.

Stockcode on Docket – if ticked then the stockcode will be printed on the docket.

Always print held transactions – if ticked then Held transactions will be printed.



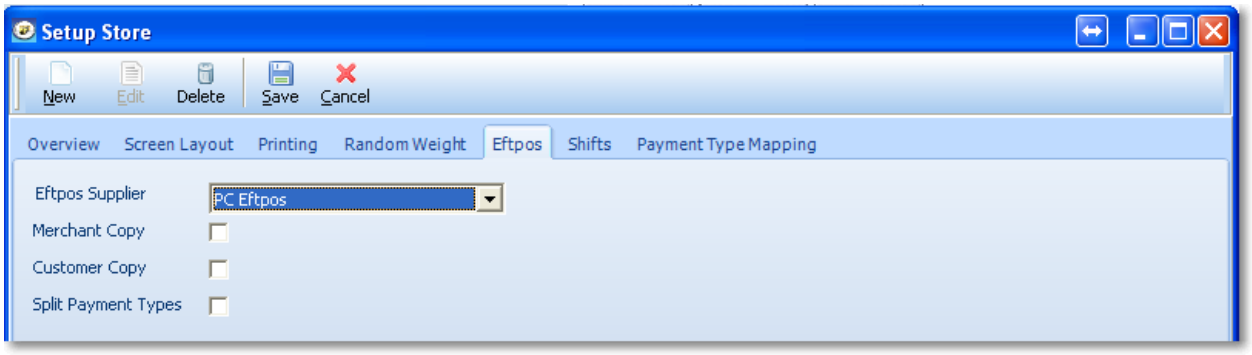


Identifier Start, Length, value – the characters used to identify that it is a random weight barcode

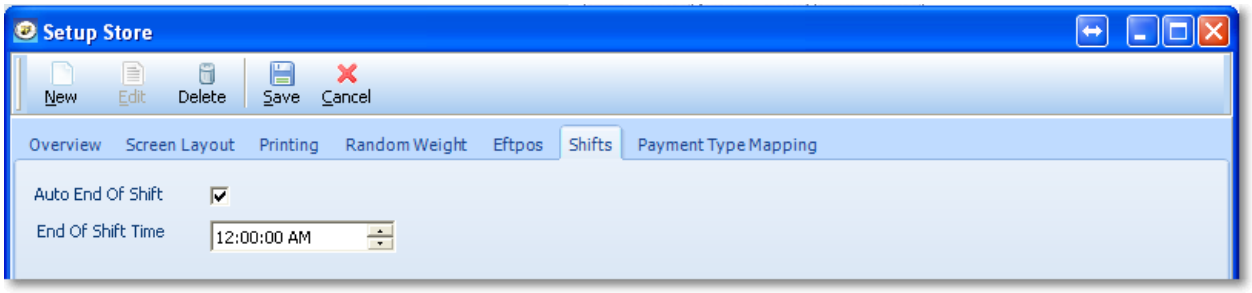
Product Code Start, Length – which characters are the stockcode / barcode

Weight Start, Length, DP – which characters are the weight of the item.

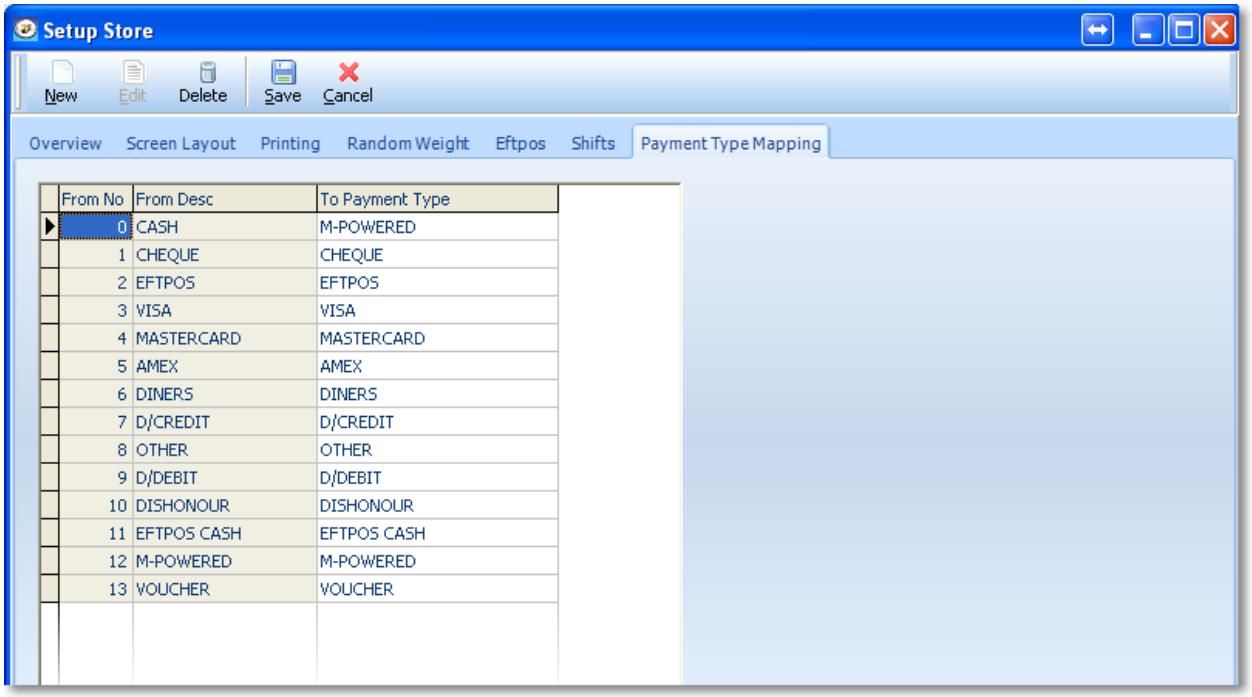
In this case it is looking for the first 2 characters to be 02 in order to identify it as a random weight barcode. The stockcode is 10001 and the weight is 3.003 kg.



Select your eftpos type and which dockets you want to be printed out from your docket printer.



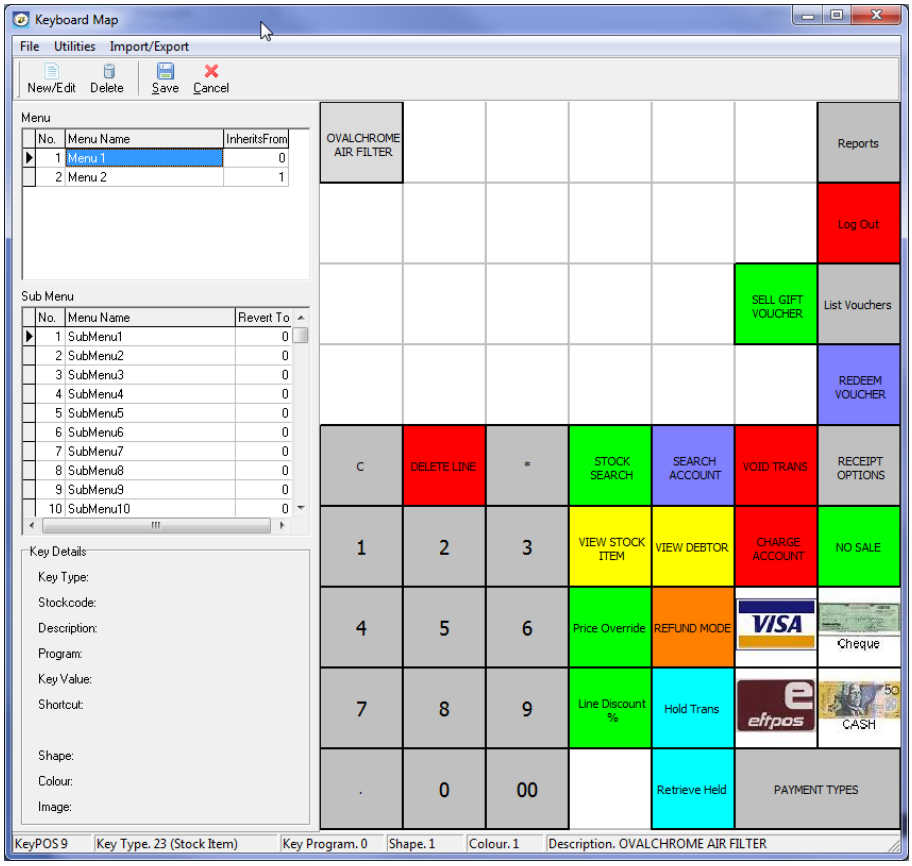
Auto end of shift will create a new shift if you do a transaction after the specified time. In this case the first transaction of a morning will create a new shift regardless of whether the last shift was closed or not.



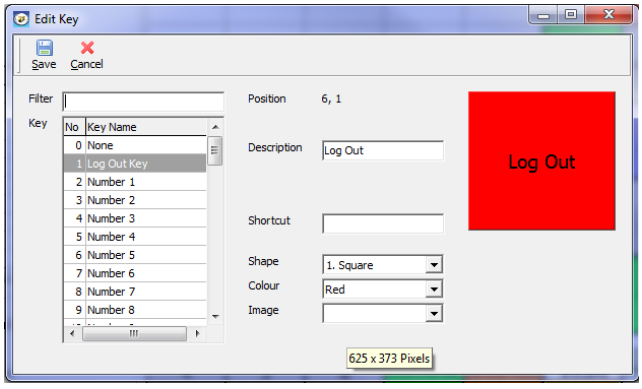
This allows you to set up your stores the same as far as the payment types but when it sends back to head office database it remaps the transactions to different payment types. This is useful if you have a bank account per store.

Set up the Keyboard

The keyboard in EBS POS is completely customizable. You can create new menu levels and put keys wherever you like.

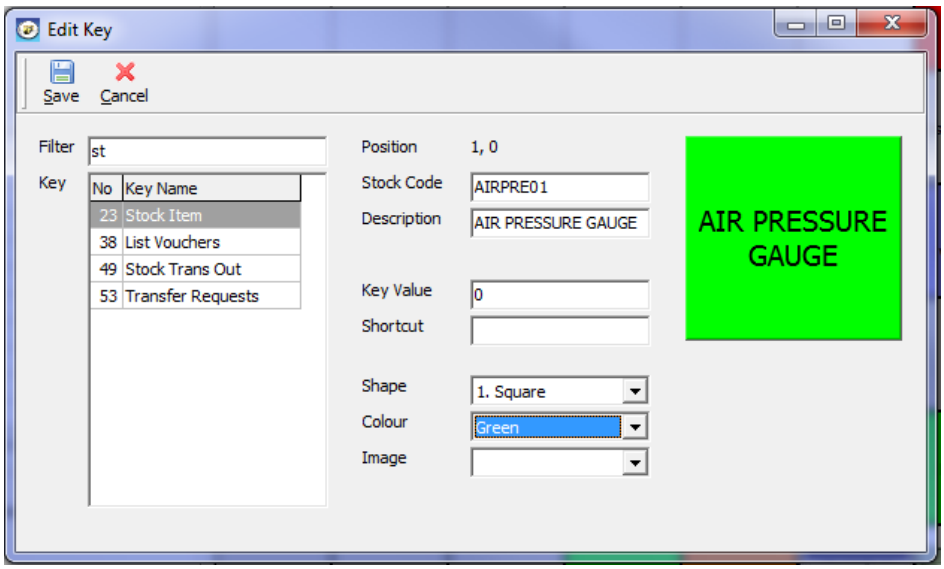


You can add or edit a key by double clicking on a space on the keyboard. If we double click on the Log Out button we will see the following.

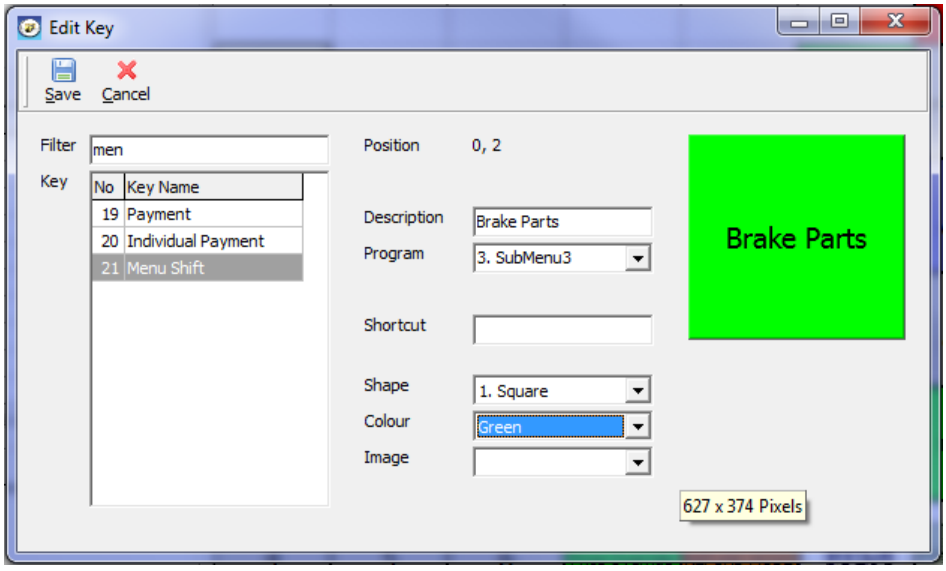


You can edit a key's Description, Shape, Colour or even image. Images need to be stored in your C:\POS\Images folder and be stored as JPEGs.

If you add a stock item to the keyboard you can select the stock code.



You can put a menu shift key on the keyboard and select which menu it shifts to.



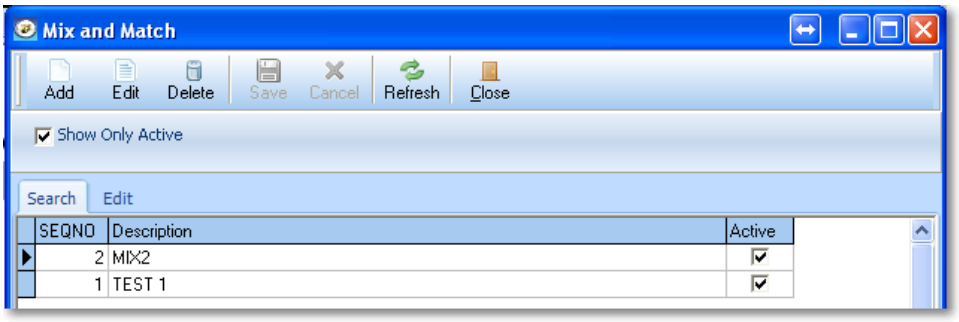
When you press this key you will be sent to sub menu 3 where you would put your brake parts.

Set up Mix and Match Pricing

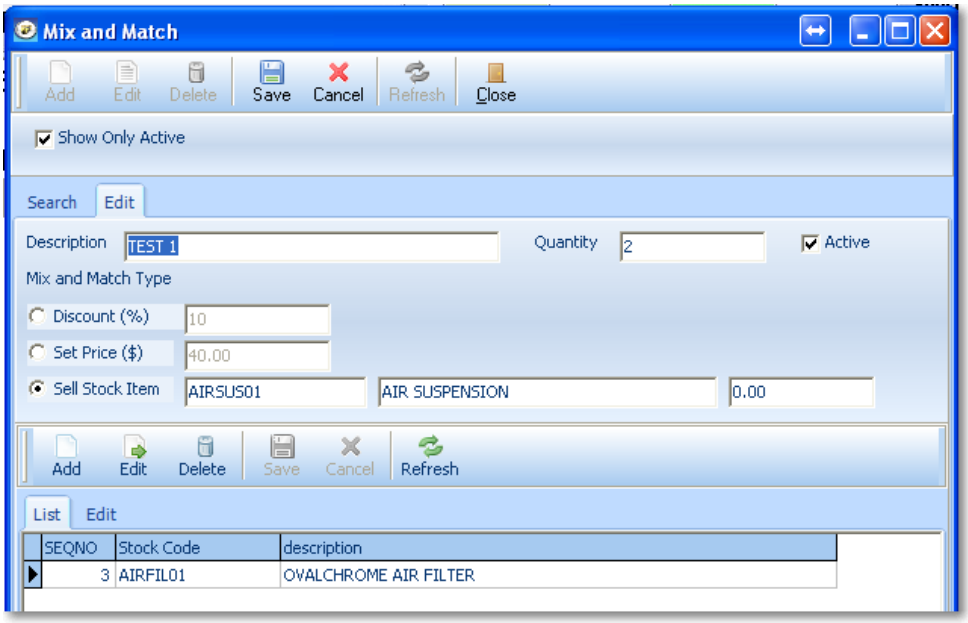
Exobiz POS has promotional pricing in addition to EXO price policies.

Create and Edit Mix N Match key

The Mix and Match screen lists your mix and match headers



To qualify for a promotional price the sale needs to sell at least x number of products from the listed stock items. For this example you need to sell 2 Ovalchrome Air Filters.



If the sale qualifies for the promotional price it gets the selected of the 3 options.

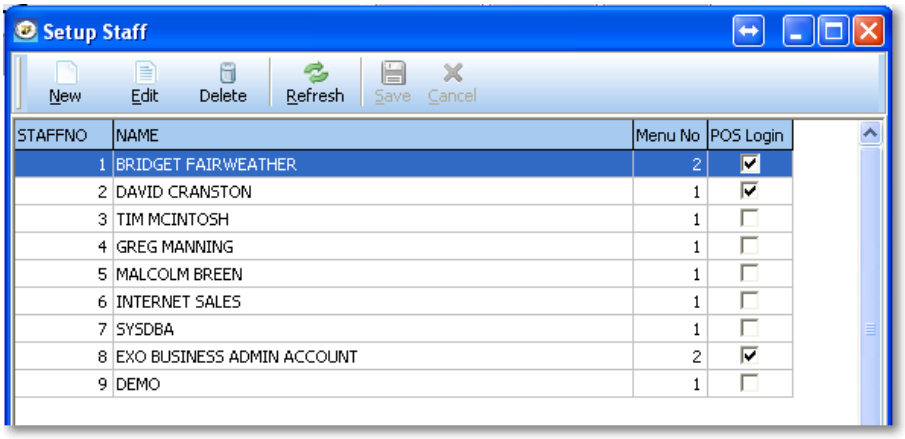
1. Discount – all items in the mix and match get the specified discount

2. Sell Price – All items are sold for the specified price.

3. Sell Stock Item – a specified stock item is sold at the specified price. You could use this to give away an item – or even 'sell' a 'discount' stock item at a negative price.

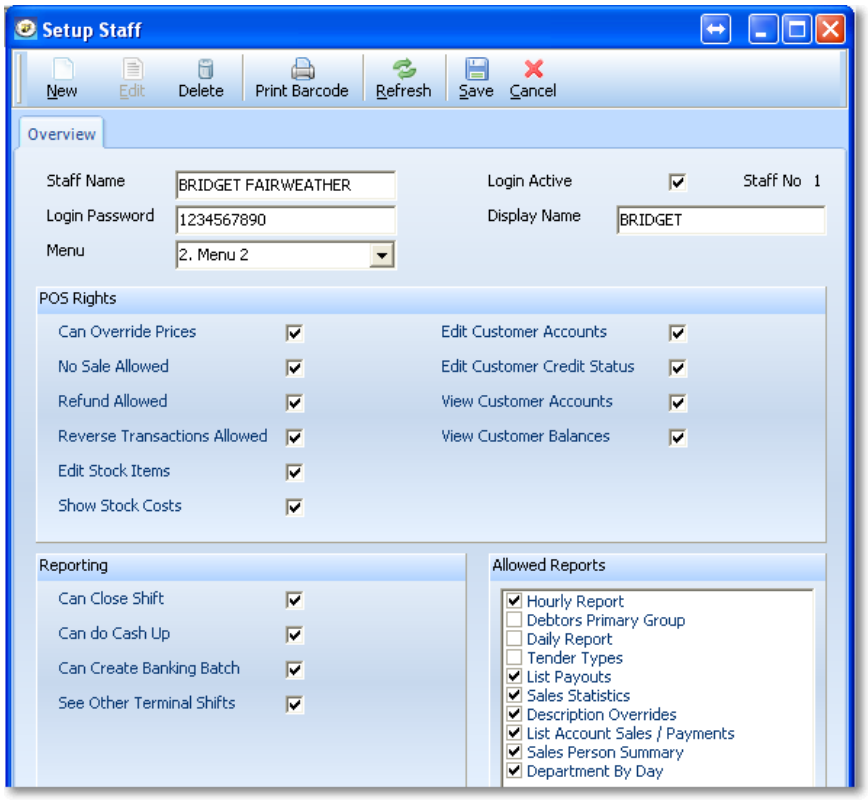
Setup Staff

From the setup staff screen you can set up permissions for each staff member that can log into POS. Double click on the staff member you wish to modify.



You can then tick or un-tick options for that staff member.

The Login Password is the password used to log into the pos from the front screen.



If you have Offline POS then you will have to make changes to this on the server and then synchronise the POS stations in order to see changes.

You can also change other staff access rights from this screen.

You can log in using a barcode if you make the login password match the numbers on the barcode.

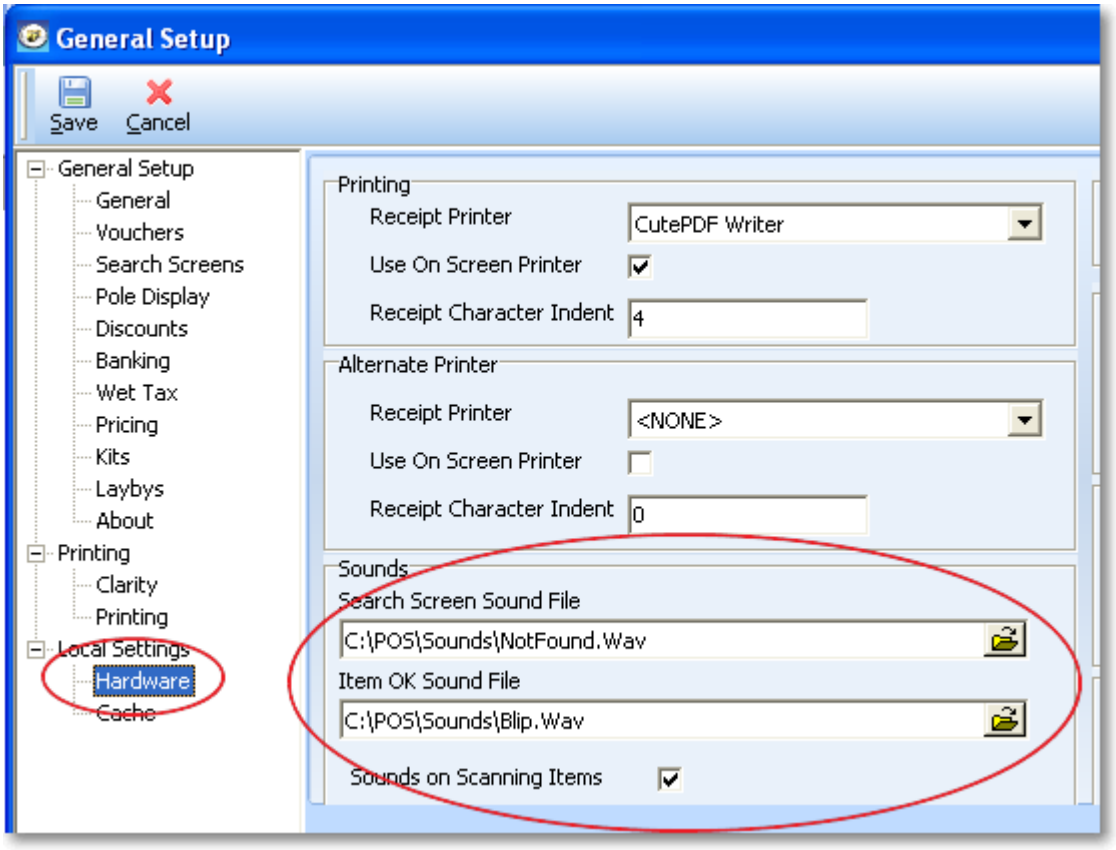
Just print a barcode on a piece of paper and laminate it. Make the Login Password match the numbers on the barcode and if you scan this barcode whenever it asks for a login number you will login.

You can print a barcode directly from the setup staff screen by clicking “Print Barcode”

Setting up sounds for not found barcodes.

1. Go into general setup.

2. Select Hardware

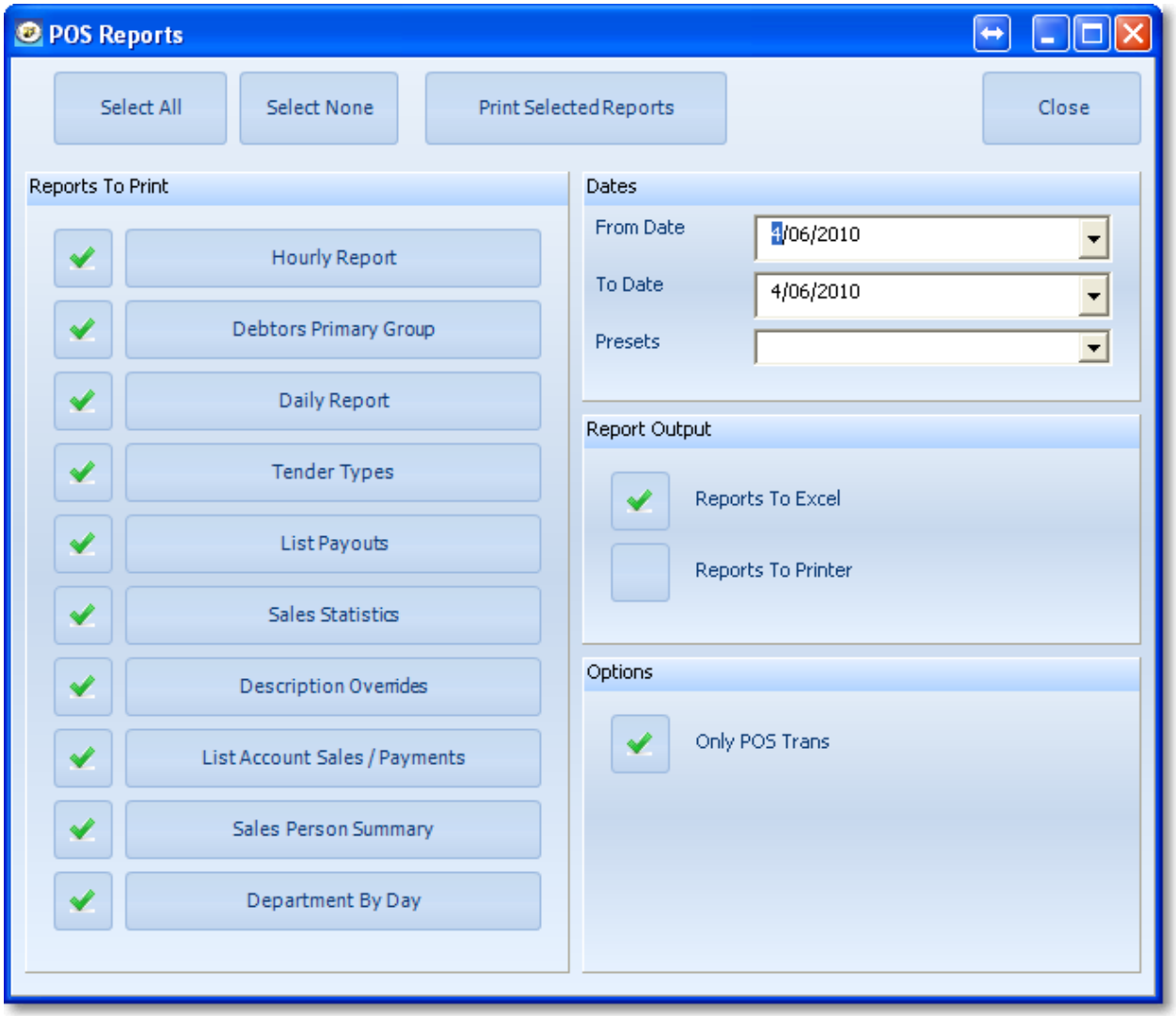


Make sure the Sounds on Scanning Items box is ticked.

Sales Reporting

Exobiz POS has a set of sales reports that you can run to Excel or print out on a POS printer.

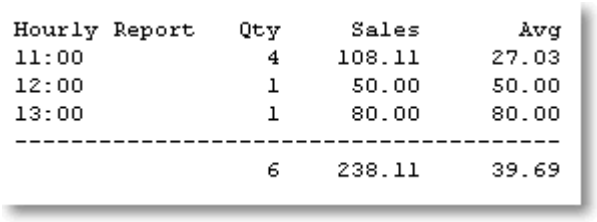
To enable the reports create a button Sales Reports.



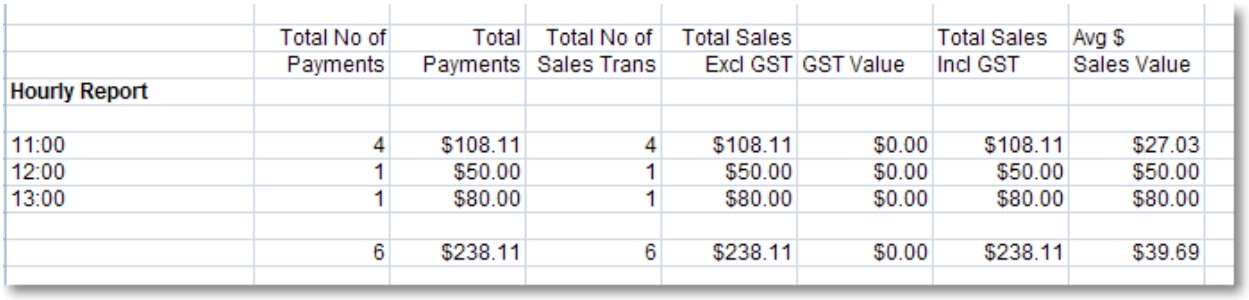
This gives you a screen which lists all generic sales reports.

You can print each report one at a time by pressing the button the report label is printed on. You can print multiple by pressing the Print Selected Reports button. You can select which reports are to be part of this by clicking on the tick boxes to the left of the reports to add or remove them. If the box is ticked then the report will be part of the Selected Reports when you print.

Hourly Report



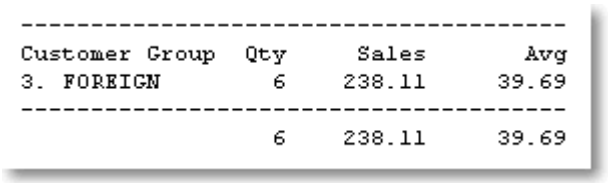
Hourly Report	Qty	Sales	Avg
11:00	4	108.11	27.03
12:00	1	50.00	50.00
13:00	1	80.00	80.00
	6	238.11	39.69



	Total No of Payments	Total Payments	Total No of Sales Trans	Total Sales Excl GST	GST Value	Total Sales Incl GST	Avg $ Sales Value
Hourly Report							
11:00	4	$108.11	4	$108.11	$0.00	$108.11	$27.03
12:00	1	$50.00	1	$50.00	$0.00	$50.00	$50.00
13:00	1	$80.00	1	$80.00	$0.00	$80.00	$80.00
	6	$238.11	6	$238.11	$0.00	$238.11	$39.69

This report breaks down your sales into hourly report breaks. This is useful if you want to know when are you busiest times.

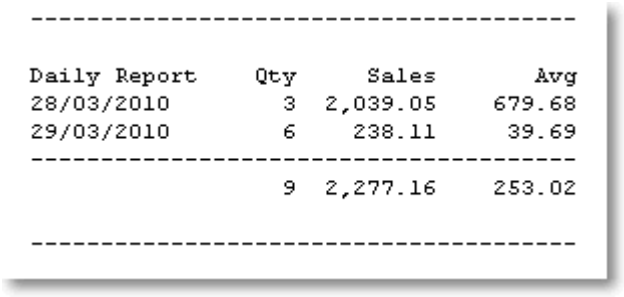
Debtors Primary Group



Customer Group	Qty	Sales	Avg
3. FOREIGN	6	238.11	39.69
	6	238.11	39.69

This report breaks down your sales by customer type. This is your standard debtor group.

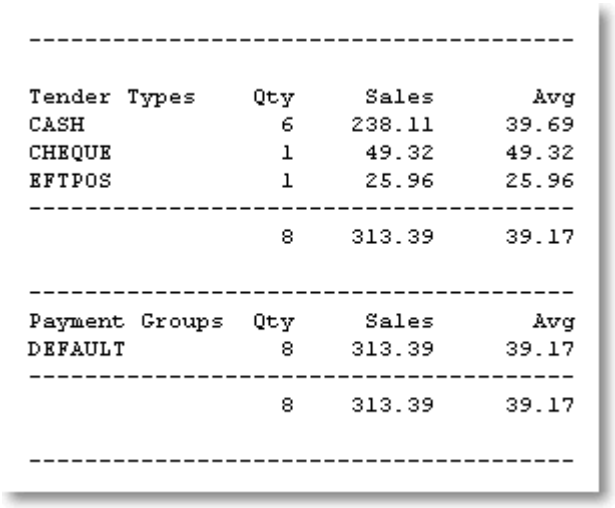
Daily Report



Daily Report	Qty	Sales	Avg
28/03/2010	3	2,039.05	679.68
29/03/2010	6	238.11	39.69
	9	2,277.16	253.02

Lists total daily sales by day

Tender Types



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Tender Types     Qty      Sales        Avg
CASH               6     238.11      39.69
CHEQUE             1      49.32      49.32
EFTPOS             1      25.96      25.96
---------------------------------------
                   8     313.39      39.17

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Payment Groups   Qty      Sales        Avg
DEFAULT            8     313.39      39.17
---------------------------------------
                   8     313.39      39.17

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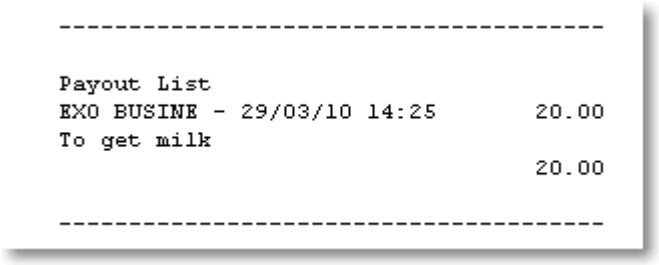
This report breaks down the payment types. It also breaks down payment groups. You can subtotal all eftpos style payments by attaching them to the same payment group.

List Payouts



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Payout List
EXO BUSINE - 29/03/10 14:25       20.00
To get milk
                                  20.00

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All payout figures

Sales Statistics

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Sales Statistics
# of Tickets                        4.00
# of Sales                         8.00
# of Units Sold                   12.00
# of Price Changes                12.00
# of No Sales
# of Account Sales
# of Account Payments
# of Refunds                       1.00
$ of Refunds                     -54.59
# of Price Overrides              1.00

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Sales statistics for the day

Description Overrides

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Desc Overrides  Qty     Sales       Avg
AIRFIL01          1     54.59     54.59
Goat milk cookies

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```

Lists all description overrides. Usually used for misc items that do not scan.

List Account sales / Payments

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Account Sales   Qty     Sales       Avg
2. ALL CAR PAR    0     29.21      0.00

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```

Lists all account sales and payments. Only lists transactions that were not cash sales.

Sales Person Summary

Sales Person	Qty	Sales	Avg
BRIDGET FAIRWE	1	80.60	80.60
EXO BUSINESS A	10	365.90	36.59
	11	446.50	40.59

Summarises sales by staff member.

Department By Day

Department By Day	Qty	Sales	Avg
MISC ITEMS	4	0.03	0.01
ENGINE	12	440.33	36.69
OIL & LUBE	1	6.15	6.15
	17	446.51	26.27

Breaks down sales by department (stock group) The Excel version also breaks them down by day of the week.